

CIVIL SERVICE BOARD MEETING POST SUMMARY



September 27, 2017

Members Present: **Larry A. Bartlett, Chairman
Virginia Phillips-Hall, Member
Troyce Lancaster, Vice-Chair
Dr. Cephus Jackson, Member
J. Mark Trimble, Member**

Others Present: **Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Police Department Legal Advisor Shalanda Miller; Finance Accounting Manager Kim Booth; Attorney Keith Martin; Cora Butler; various employees from County departments; and other individuals.**

1. The meeting was called to order at 9:18 a.m.
2. The Board adopted the September 27, 2017, agenda.
3. The Civil Service Board's Meeting Minutes held on August 23, 2017, was approved.
4. The Civil Service Board's Decision regarding **Robyn Coles-Kidd, Sheriff's Office**, demotion appeal called at the August 23, 2017, meeting was approved.
5. The Civil Service Board's Decision regarding **Shárese Bing, Library**, termination appeal called at the August 23, 2017, meeting was approved.
6. The request from Chief Financial Officer Ramona Bivins to extend the probationary period of **Cora Butler** for an additional six (6) months was approved.
7. The request from **Sharon Bowden-Radford, Elections & Registration**, to receive annual leave donation was approved.

8. The request from Chief of Police Joseph Woodall, to extend the probationary period of **Quintina Jones, 911 Communications Center**, for an additional six months (until April 21, 2018) was approved.
9. Calendar Call.
 - a. **Adrienne L. Carr (Superior and State Court)** – Appeal filed July 25, 2014, regarding: “I was terminated from my position as a Legal Transcriber assigned to Judge Matthew O. Simmons’ courtroom. I am appealing that termination”. County Attorney Pamela Everett requested a continuance on September 8, 2017. The continuance was granted on September 19, 2017.
 - i. Chairman Bartlett confirmed the case was continued.
 - b. **Michael Bivins (Police Department)** – Appeal filed September 1, 2016, regarding: “Termination”. Attorney Keith Martin advised Human Resources of his court conflicts on September 19, 2017.
 - i. Chairman Bartlett stated the Board would let the legal minds work this matter out and would place on a future agenda if needed.
 - c. **Gregory Porter (911 Communications Center)** – Appeal filed March 17, 2017, regarding: “Termination on March 7, 2017”. County Attorney Pamela Everett requested a continuance on September 5, 2017. The continuance was granted on September 9, 2017.
 - i. A discussion among the Board, Attorney Harris, and County Attorney Youngblood occurred regarding the granting of the extension of appeal hearing time to 240 minutes; and that it was the authority of the Board and not its Secretary to grant.
 - ii. The Board voted to affirm its Secretary’s (HR Director Ambles) approval of a 240-minute hearing time limit for both the Appellant and County.
 - iii. The Board requested Attorney Harris send a letter to the County, as well as to the Appellant’s side, with the confirmation of the decision to extend the hearing time limit.
 - d. **Chia Suggs (911 Communications Center)** – Appeal filed June 26, 2017, regarding: “Termination”. Employee withdrew appeal on September 20, 2017”.
 - i. Chairman Bartlett confirmed the withdrawal.

10. Discussion items.
 - a. Upcoming Cases.
 - i. Alan Smithwick (Police Department).
 - (1) The Board received an update on this matter from County Attorney Youngblood.
 - ii. Meeting dates for October, November and December 2017.
 - (1) Chairman Bartlett confirmed the Board re-worked its schedule and will meet on October 25, 2017, as its Regular meeting date, and the cases continued from today's meeting would move to the October agenda.
 - (2) The Board inquired if Carolyn Marcus (Superior/Magistrate Courts) was represented by counsel. Keith Martin is her attorney of record.
 - (3) The Board discussed moving its start time to 10:00 a.m., to give attorneys more arrival time.
 - (4) The Board decided to leave the meeting time as is and if the time needed to be changed, it would do so on a case-by-case basis.
 - (5) The Board confirmed its November Regular meeting was changed and voted for November 8, 2017. The matters on its agenda would be Phillip Richards (Sheriff's Office) and the Board's annual training.
 - (6) The Board confirmed its December Regular meeting date was changed and voted for December 7, 2017.
11. Other business.
 - a. There were none.
12. Adjournment.