

CIVIL SERVICE BOARD MEETING

JANUARY 2, 2013

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, January 2, 2013, in the Commissioners' Board Room.

Members present: Larry A. Bartlett, Chairman
 Troyce B. Lancaster, Vice-Chair
 Lori Favre, Member
 Gbenga Osagie, Member
 J. Mark Trimble, Member

Also present: Human Resources Director Renee Bright and various staff members; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; Information Technology Director Brett Lavender; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:08 a.m., and noted for the record that all members were present. Chairman Bartlett called for a motion to adopt the January 2nd Agenda. Mr. Trimble made a motion to approve the agenda with the following amendments: move item #9 up to Item 1a, "discussion of appointment of Chair and Vice-Chair for the new year, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.

1. Other business.
 - a. Appointment of Chair for 2013.
 - i. Mr. Osagie made a motion to have Larry Bartlett remain as Chair, second by Mr. Trimble. No further discussion on the motion made. Motion carried by a 4-0 vote (Larry Bartlett abstained).
 - b. Appointment of Vice-Chair for 2013.
 - i. Mr. Trimble made a motion to reappointment Troyce Lancaster as Vice-Chair, second by Ms. Favre. Motion carried by a 4-0 vote (Troyce Lancaster abstained).
 - c. Larry Bartlett and Troyce Lancaster addressed the Board and stated it was an honor and privilege to serve again.
2. Considered for approval the Civil Service Board Meeting minutes that was held on December 5, 2012.
 - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

3. Considered for approval the Executive Session Minutes for the demotion appeal filed by Nola J. Carter, Jr.
 - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the minutes, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
4. Considered for approval the Civil Service Board's Decision for the Nola J. Cater, Jr., Sheriff's Office, demotion appeal that was heard at the December 5, 2012 meeting.
 - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the Decision, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
5. Considered for approval request from Police Chief Gregory Porter to extend the probationary period of Kellie L. Perry, for an additional six months.
 - a. Police Department Legal Advisor Kenneth Green explained the request in detail.
 - b. Chairman Bartlett asked if Ms. Perry was present. She was not in attendance.
 - c. A brief discussion among the Board and Mr. Green occurred.
 - d. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the request, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
6. Considered for approval request from Carol Chaste, Information Technology, for annual leave donations.
 - a. Information Technology Director Brett Lavender advised the department supported the request.
 - b. Human Resources Director Renee Bright advised that the request met all Civil Service requirements.
 - c. Mr. Trimble made a motion to approve the request, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
7. Discussion items.
 - a. Selected a second meeting date for April 2013.
 - i. Chairman Bartlett made a motion for April 2, 2013 as the Special Called Meeting date and April 3, 2013, as the Regular Meeting date, second by

Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

- b. Backlog of Appeals/Grievances.
 - i. Chairman Bartlett asked Human Resources Director Renee Bright to advise Board of Commissioners' Chairman Jeffrey Turner that the Board is willing to work additional days and do what is necessary to help address this issue.
 - ii. A lengthy discussion among the Board, HR Director Bright, Mr. Harris and Mr. Green occurred regarding ways to streamline the appeals/grievances process and make changes to its policy.
 - iii. Vice-Chair Lancaster made a motion for a short break, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.
 - iv. Chairman Bartlett called the meeting back to order.
 - v. Chairman Bartlett made a motion to repeal the Civil Service Board's policy regarding Expedited Appeal hearings and to amend the policy regarding hearing time limits to include the following changes: terminations (90 minutes); suspension (more than 10 days/80 hours) (60 minutes)); and suspensions (less than 10 days/80 hours) and grievances (30 minutes)). These changes will go into effect as of March 1, 2013.
- c. Chairman Bartlett confirmed February 5 and 6, 2013, as the next meeting dates.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made a motion to adjourn, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

Meeting adjourned.



LARRY A. BARTLETT
CHAIRMAN



RENEE BRIGHT
HUMAN RESOURCES DIRECTOR