

CIVIL SERVICE BOARD MEETING

JULY 22, 2020

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, July 22, 2020, through a virtual meeting.

Members present: Larry A. Bartlett, Chairman
 Troyce B. Lancaster, Vice-Chair
 Virginia Phillips-Hall, Member
 Dr. Cephus Jackson, Member
 K.T. Smith, Member

Member absent: None

Also present: Human Resources Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Chief Staff Attorney Charles Reed; and various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:03 a.m.

Chairman Bartlett called for a motion to adopt the July 22, 2020 agenda. Dr. Jackson made the motion to adopt the agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

1. Considered the Civil Service Board's Meeting Minutes held on June 24, 2020.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Ms. Phillips-Hall. Chairman Bartlett called each Board member: Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; Dr. Jackson – Aye; Mr. Smith – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

2. Calendar call.
 - a. None.

3. Discussion items.
 - a. Confirmed meeting date(s) for August 2020.
 - i. The Board confirmed its next virtual meeting would be Wednesday, August 26, 2020 at 9 a.m.

- b. Upcoming cases for August 2020
 - i. Mr. Smith requested appeals and grievances needed to start back at the August meeting.
 - ii. There was a concern with the number of people that would be allowed in meeting.
 - iii. A brief discussion occurred.
 - iv. Chairman Bartlett explained how social distancing would operate during meetings.

- c. Annual Training
 - i. Chairman Bartlett requested HR Director Ambles to set-up the Board's Annual Training during the August meeting.
 - ii. Chairman Bartlett called for a motion to continue with virtual meeting and conduct Annual training during August 26, 2020 meeting, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - iii. Director Ambles suggested the Board's Annual Training be held every year during the month of August.


- d. Civil Service Rule Changes – 5.407 (Annual Leave Accumulations); 5.411 (Payment of Accrued and Unused Annual Leave); and 5.454 (Closings of Government Buildings).
 - i. HR Director Ambles presented Rule 5.407 (Annual Leave Accumulation) and Rule 5.411 (Payment of Accrued and Unused Annual Leave) to the Board in detail.
 - ii. The Board questioned HR Director Ambles. Director Ambles responded in detail.
 - iii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve Rule 5.407 and 5.411 changes, second by Mr. Smith. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - iv. Chairman Bartlett questioned Director Ambles on changes of Rule 5.454 (Closings of Government Buildings).
 - v. Director Ambles presented Rule 5.454 (Closings of Government Buildings) changes to the Board in detail.
 - vi. Chief Staff Attorney Charles Reed elaborated Rule 5.454 (Closings of Government Buildings) to the Board in detail.
 - vii. Chairman Bartlett stated the Board did not receive any documents on the changes to Rule 5.454.
 - viii. Human Resources Executive Assistant Victoria Robertson confirmed the Board did not receive the synopsis from Chief Staff Attorney Reed.
 - ix. Vice-Chair Lancaster requested documents from Human Resources referencing the changes to Rule 5.454.

- x. HR Director Ambles confirmed the documents would be forwarded to all Board members.
 - xi. Chairman Bartlett confirmed Rule 5.454 (Closings of Government Buildings) would be on August meeting agenda.
 - xii. Chairman Bartlett thanked Chief Staff Attorney Reed for the work he does for Clayton County
 - xiii. Chairman Bartlett confirmed there were no other discussion items to discuss.
4. Executive Session (as needed).
- i. Chairman Bartlett confirmed no executive session needed for today's meeting.
5. Other business.
- a. Chairman Bartlett questioned Chief Staff Attorney Reed about the Hearing Officer.
 - b. Chief Staff Reed confirmed the Hearing Officer had explained to the Board the guidelines.
 - c. The Board continued to question Chief Staff Attorney Reed. Chief Staff Attorney Reed responded in detail.
 - d. Chief Staff Attorney Reed stated the purpose of the Hearing Officer was to provide an alternative if a conflict arose between the majority of the Board and they could hear a case because the conflict prohibited the Board from having a quorum.
 - e. Director Ambles stated she would meet with Chief Staff Attorney Reed to have a formal process in place to notify the Civil Service Board when rules were put in changed.
 - f. Chairman Bartlett confirmed there were no other business.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Dr. Jackson made the motion to adjourn, second by Vice-Chair Lancaster. Mr. Smith – Aye; Ms. Phillips-Hall – Aye; and Chairman Bartlett – Aye. No further discussion on the motion made. Motion carried by unanimous vote.

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR