

# **CIVIL SERVICE BOARD MEETING**

**DECEMBER 16, 2020**

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, December 16, 2020, through a virtual meeting (Zoom Video Communications).

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

Member absent:       None

Also present:         Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Fire Chief Landry Merkison; Chief Staff Attorney Charles Reed; Warden Dennis Nelson; Staff Attorney Alero Afejuku; Stephanie Moss; 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 December 16, 2020, agenda. Dr. Jackson made the motion to approve the Agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

Chairman Bartlett stated the Board of Commissioners reappointed Dr. Cephus Jackson and Ms. Virginia Phillips-Hall to a three (3) year term on the Civil Service Board from December 31, 2020 until December 31, 2023.

1.     Considered for approval the Civil Service Board's Meeting Minutes for November 18, 2020.
  - a.     Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
  
2.     Considered request from **Firefighter EMT Timothy Cross (Fire & Emergency Services)**, to receive annual leave donation. (Civil Service Board was polled and Chairman Bartlett, Vice-Chair Lancaster, Dr. Jackson, Mr. Smith, and Ms. Phillips-Hall approved on November 24, 2020).
  - a.     Matter of Record: The Board confirmed its approval.
  - b.     Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

3. Considered request from **Paramedic Sergeant Stephanie Moss (Fire/E.M.S.)**, to receive annual leave donation.
  - a. Fire Chief Landry Merkison presented the request to the Board in detail.
  - b. Chairman Bartlett asked the Board if there were any questions. None were noted.
  - c. Human Resources Director Pamela Ambles confirmed all documents were received to support the request.
  - d. Paramedic Sergeant Stephanie Moss was in attendance and addressed the Board.
  - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
  
4. Considered request from **Erica Ward (Corrections/Refuse)**, to receive annual leave donation. (Civil Service Board was polled and Chairman Bartlett, Mr. Smith, Ms. Phillips-Hall, Dr. Jackson, and Vice-Chair Lancaster approved on November 4, 2020).
  - a. Matter of Record: The Board confirmed its approval.
  - b. Warden Dennis Nelson had no comment and had no objections to the request.
  - c. Chairman Bartlett asked the Board if there were any questions. None were noted.
  - d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
  
5. Calendar Call.
  - a. Chairman Bartlett confirmed there was no calendar call.
  
6. Discussion items.
  - a. Confirmed meeting date(s) for January 2021.
    - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, January 27, 2021.
  - b. Upcoming cases for January 27, 2021.
    - i. Chairman Bartlett asked HR Director Ambles if there were any upcoming cases for January's meeting.
    - ii. HR Director Ambles stated she would discuss upcoming cases during "Other Business (11c)".
  
7. Executive Session (as needed).
  - i. Chairman Bartlett confirmed no Executive Session was needed for today's meeting.

8. Other Business.

a. E-Signature Training Updates.

- i. HR Director Pamela Ambles presented a presentation to the Board.
- ii. E-Signature training will be scheduled for January 2021.
- iii. Annual Training will take place in August of each year.
- iv. The Board questioned HR Director Ambles. HR Director Ambles responded in detail.
- v. Chairman Bartlett polled the Board. All Board members approved to have the E-Signature training immediately after the January 27, 2021 meeting.

b. Hearing Officer Updates.

- i. HR Director Pamela Ambles presented a presentation to the Board.
- ii. The Hearing Officer would be utilized only if the Board lacked a quorum.
  - a. Chief Staff Attorney Charles Reed and HR Director Ambles discussed a possible change to Rule 11 - Appeals and Grievances Procedures to make sure the procedures align with the Resolution. The revision will be provided to the Board at the January meeting.

c. Resuming Hearings.

- i. HR Director Pamela Ambles presented a presentation to the Board.
- ii. A lengthy discussion among the Board, HR Director and Chief Staff Attorney occurred.
- iii. The Board continued gave suggestions on resuming hearings.
- iv. Chairman Bartlett suggested a Civil Service Special Called meeting would be January 20, 2021 at 9:00 a.m. via Zoom and cancel the E-Signature training for January 27, 2021.
- v. Chief Staff Attorney Reed introduced Staff Attorney Alero Afejuku to the Board. Chief Staff Attorney Reed stated Attorney Afejuku would be a part of the Civil Service Board Meetings as a resource with hearings going forward.
- vi. Chairman Bartlett suggested Staff Attorney Alero Afejuku prepare a synopsis for the special call meeting January 20, 2021.
- vii. The Board questioned County Attorney Michelle Youngblood. County Attorney Youngblood responded in detail.
- viii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to have a special called meeting Wednesday, January 20, 2021, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
- ix. Matter of Record: Wednesday, January 27, 2021 is the next regular meeting via zoom.

- x. Chairman Bartlett confirmed there would not be an E-Signature training during the regular called meeting next month.

*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 Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).*

*Meeting adjourned.*



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LARRY BARTLETT  
CHAIRMAN



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PAMELA R. AMBLES  
HUMAN RESOURCES DIRECTOR