

CIVIL SERVICE BOARD MEETING

OCTOBER 28, 2020

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, October 28, 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; Deputy Chief of Police Bruce Parks; Solicitor General Charles Brooks; Chief Staff Attorney Charles Reed; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:09 a.m.

Chairman Bartlett called for a motion to adopt the October 28, 2020, agenda. Vice-Chair Lancaster made the motion to approve the Agenda with amendment 7a to add Jasmine Kelley (Senior Services) probationary extension and 12b to discuss One-Span/E-Signature System, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

1. Considered for approval the Civil Service Board's Meeting Minutes for September 23, 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 Police Chief Kevin Roberts, to extend the promotional probationary period of **Sergeant Kevin Lewis (Police Department)**, for six (6) months until May 22, 2021.
 - a. Police Deputy Chief Bruce Parks presented the request to the Board in detail.
 - b. Sergeant Kevin Lewis was not in attendance.
 - 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).

3. Considered request from Police Chief Kevin Roberts to extend the probationary period of **Police Officer Neshanna Bennett (Police Department)**, for six (6) months until May 10, 2021.
 - a. Police Deputy Chief Bruce Parks presented the request to the Board in detail.
 - b. Police Officer Neshanna Bennett was not in attendance.
 - 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).

4. Considered request from Police Chief Kevin Roberts to extend the probationary period of **Police Officer Latedra Rogers (Police Department)**, for six (6) months until May 10, 2021.
 - a. Police Deputy Chief Bruce Parks presented the request to the Board in detail.
 - b. Police Officer Latedra Rogers was not in attendance.
 - 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. Considered request from Police Chief Kevin Roberts to extend the probationary period of **Police Services Clerk Christy Belcher (Police Department)**, for six (6) months until May 29, 2021.
 - a. Police Deputy Chief Bruce Parks presented the request to the Board in detail.
 - b. Chairman Bartlett asked if there were any questions. None were noted.
 - c. 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).
 - d. Police Services Clerk Christy Belcher was present.
 - e. Chairman Bartlett explained to Ms. Belcher what it meant to have your probationary periods extended in detail.
 - f. Ms. Belcher agreed with Police Chief Roberts' request to extend her probationary period for six months.

6. Considered request from Solicitor General Charles Brooks to extend the probationary period of **Jasmine Kelley (Solicitor General)**, for six (6) months.
 - a. Human Resources Director Pamela Ambles confirmed Jasmine Kelley's position as an Assistant Solicitor General classified as civil service protected.
 - b. Solicitor General Charles Brooks presented the request to the Board in detail and confirmed the probationary extension will be until May 4, 2021.

- c. Jasmine Kelley was present and advised she did not have a statement to present.
 - d. Chairman Bartlett asked Ms. Kelley if she had any questions. None were noted.
 - e. Chairman Bartlett asked the Board if there were any questions. None were noted.
 - f. 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).
7. Considered request from **Service Clerk William Cromer (Sheriff's Office)**, to use sick leave reserve. (Civil Service Board was polled and Chairman Bartlett, Mr. Smith, Ms. Phillips-Hall, Dr. Jackson, and Vice-Chair Lancaster approved on September 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 Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
8. Calendar Call.
- a. Chairman Bartlett confirmed there was no calendar call.
9. Discussion items.
- a. Confirmed meeting date(s) for November 2020.
 - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, November 18, 2020.
 - ii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the next meeting date for Wednesday, November 18, 2020, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - b. Upcoming cases for October 28, 2020.
 - i. Chairman Bartlett asked Human Resources Director Ambles if there were any grievance cases that could be heard during next Zoom meeting in November.
 - ii. Human Resources Director Ambles stated she would discuss hearings during the Other Business section.
10. Executive Session (as needed)
- i. Chairman Bartlett confirmed no Executive Session was needed for today's meeting.

11. Other business.

a. Discussion Reconvening Hearings.

- i. Human Resources Director Ambles presented the status of e-signature, in-person hearings and establishing the procedures and protocols of the Hearing Officers to the Board in detail.
- ii. Chief Staff Attorney Charles Reed commented on the Hearing Officers protocols.
- iii. The Board continued to discuss the protocols of the Hearing Officers.
- iv. HR Director Ambles advised Human Resources would be forwarding specific questions to Chief Staff Attorney Reed on the protocols of the Hearing Officers.
- v. Chairman Bartlett suggested the Board send Director Ambles any suggestions on in-person meetings and address the backlog of appeals and grievances.
- vi. HR Director Ambles suggested she would like to meet with Attorney Reed, Attorney Green, Attorney Youngblood and IT Director Jason Brookins regarding the administration's process for the hearing process during the COVID pandemic going forward with the Hybrid approach.

b. Discussion: One-Span / E-Signature

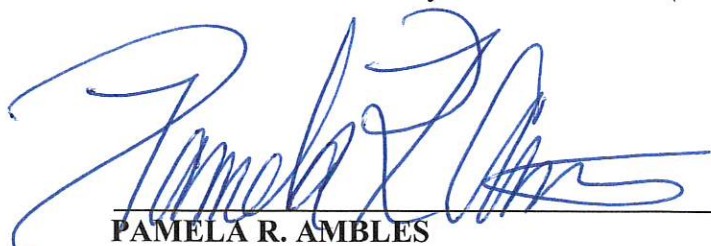
- i. Human Resources Executive Assistant Victoria Robertson discussed the One Span/e-signature registration procedures and training process to the Board in detail.
- ii. The Board questioned Human Resources Executive Assistant Robertson. Human Resources Executive Assistant Robertson responded in detail.

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

Meeting adjourned.



LARRY BARTLETT
CHAIRMAN



PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR