

## ***CIVIL SERVICE BOARD MEETING***

***APRIL 28, 2021***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, April 28, 2021, through a virtual meeting (Zoom Video Communications).

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

Member absent:       None

Also present:         Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Shaheem Williams; Staff Attorney Alero Afejuku; Superior Court ADR Program Director Kathleen Sterne; County Attorney Michelle Youngblood; Marcia Davis; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:12 a.m.

Chairman Bartlett called for a motion to adopt the April 28, 2021, agenda. Vice-Chair Lancaster made the motion to add Item 5a (Natalia Kindell, Superior Court) – annual leave donation to the agenda, second by Mr. Smith. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

Chairman Bartlett called for a motion to adopt the amended agenda for April 28, 2021. Dr. Jackson made the motion to approve the amended agenda, second by Vice-Chair Lancaster. 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 March 24, 2021.
  - a.     Chairman Bartlett called for a motion. Mr. Smith made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
2.     Considered request from **Hope Penson, District Attorney**, for annual leave donation. (Civil Service Board was polled and approved March 31, 2021 by Bartlett, Jackson, Phillips-Hall, Smith, and Lancaster).

- a. **For the Record:** Chairman Bartlett called for a motion. Mr. Smith 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).
3. Considered request from **Communications Call Taker Shandrae Thomas, Police Department**, for annual leave donation. (Civil Service Board was polled and approved April 16, 2021 by Bartlett, Smith, and Lancaster).
  - a. Police Legal Advisor Kenneth Green presented the request to the Board in detail.
  - b. **For the Record:** 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 **Natalia Kindell, Superior Court**, for annual leave donation.
  - a. Natalia Kindell presented the request to the Board in detail.
  - b. Chairman Bartlett asked the Board if there were any questions for Ms. Kindell. There were none.
  - c. 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).
  - d. Chairman Bartlett wished Ms. Kindell well and a speedy recovery on behalf of the Board.
5. Considered request from **Officer Serrie Smith, Police Department**, for leave without pay from April 24, 2021 through May 31, 2021 tentatively.
  - a. Police Legal Advisor Kenneth Green presented the request to the Board in detail.
  - b. Chairman Bartlett asked the Board if there were any questions for Mr. Green. There were none.
  - c. Chairman Bartlett asked if Officer Serrie Smith was present. She was not present.
  - d. 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).
6. Calendar Call.
  - a. **Robin Stinnett (Superior Court)** – Termination appeal filed October 21, 2019, regarding: “Please see attached – Termination of Employment”. Attorney Keith Martin requested a continuance via email on May 4, 2021. The continuance request was granted on May 5, 2021.
    - i. Chairman Bartlett confirmed Robin Stinnett, Superior Court, continuance request was granted on May 5, 2021.

- b. **Colin Dube (Library Services)** – Termination appeal filed May 28, 2019, regarding: “Harassment, bullying, hostile work environment, termination”. County Attorney Michelle Youngblood requested a continuance via email on April 19, 2021. The continuance request was granted on April 19, 2021.
    - i. Chairman Bartlett confirmed County Attorney Youngblood’s continuance request was granted on April 19, 2021.
7. Discussion items.
- a. Confirmed meeting date(s) for May 2021.
    - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, May 26, 2021.
    - ii. Chairman Bartlett called for a motion. Mr. Smith made the motion to approve the Regular Called meeting date, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
    - iii. The Board confirmed its next Special Called Meeting date(s) would be May 19, 2021, May 20, 2021, and May 27, 2021.
    - iv. Chairman Bartlett called for a motion. Mr. Smith made the motion to approve the Special Called Meeting dates, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
  - b. Upcoming cases for May 2021.
    - i. Robin Stinnett (Superior Court)
    - ii. Colin Dube (Library Services)
    - iii. Michael Watts (Police) – HR Director Ambles advised the Board Human Resources was waiting on confirmation from the County on who would be representing the department.
    - iv. Antonio Merkerson (Fire and Emergency Services)
  - c. Marcia Davis – PEP Evaluation.
    - i. Human Resources Director Pamela Ambles presented Marcia Davis’ concerns regarding her 2019 PEP Evaluation to the Board in detail.
    - ii. The Board asked HR Director Ambles questions. HR Director Ambles responded to all questions in detail.
    - iii. Chairman Bartlett asked if Marcia Davis was present. She was in attendance.
    - iv. Chairman Bartlett asked Marcia Davis if she had any comments to add to the request. She had none.

- v. Chairman Bartlett suggested Ms. Davis' 2019 PEP Evaluation should be handled as a grievance then the Board would be able to give a recommendation on the matter.
8. Executive Session (as needed).
- a. Chairman Bartlett confirmed no Executive Session was needed for today's meeting.
9. Other business.
- a. Chairman Bartlett recommended the Board's Decision should be added to the Civil Service Board meeting agenda confirming when an Order was dated and signed as a Matter of Record.
  - b. Human Resources Director Ambles advised the Board would have their Adobe Acrobat e-Signature Training at the next Special Called Civil Service Board Meeting.

*Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Smith made the motion to adjourn, second by Dr. Jackson. 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