

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

***JANUARY 27, 2021***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, January 27, 2021, 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; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Chief Staff Attorney Charles Reed; Staff Attorney Alero Afejuku; Transportation and Development Director Jeffrey Metarko; Deanna Holmes; Officer Patricia Davis; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:15 a.m.

Chairman Bartlett called for a motion to adopt the January 27, 2021, 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).

1.     Elected Civil Service Board Chair and Vice-Chair.
  - a.     Chairman Bartlett called for a motion to nominate someone for Chairman for the Civil Service Board. Mr. Jackson made a motion to nominate Larry Bartlett for Chairman, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion was carried by a vote (4-0). Larry Bartlett abstained.
  - b.     Chairman Bartlett called for a motion to nominate someone for Vice-Chair for the Civil Service Board. Dr. Jackson made the motion to nominate Troyce Lancaster for Vice-Chair, second by Ms. Phillips-hall. No further discussion on the motion made. Motion was carried by a vote (4-0). Troyce Lancaster abstained.
  
2.     Considered for approval the Civil Service Board's Meeting Minutes for December 16, 2020.

- a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
3. Considered request from Transportation and Development Director Jeffrey Metarko, to extend the probationary period of **Deanna Holmes, Transportation and Development/Fleet Maintenance**, for six (6) months.
    - a. Transportation and Development Director Jeffrey Metarko presented the request to the Board in detail.
    - b. Chairman Bartlett asked the Board if there were any questions. None was noted.
    - c. Ms. Deanna Holmes was in attendance and stated she understood why more time was needed for her probationary extension.
    - d. Chairman Bartlett asked the Board if there were any questions for Ms. Holmes. None was noted.
    - 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 Chief of Police Kevin Roberts, to extend the probationary period of **Officer Asia Jones, Police Department**, for six (6) months until August 2021.
    - 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. None was noted.
    - c. Officer Patricia Davis was not in attendance.
    - 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).
  5. Considered request from Chief of Police Kevin Roberts, to extend the second probationary period of **Officer Patricia Davis, Police Department**, for six (6) months until August 23, 2021.
    - 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. None was noted.
    - c. Officer Patricia Davis was in attendance. Officer Davis had no questions or concerns for the Board.
    - d. Chairman Bartlett asked the Board if there were any questions for Officer Davis. None was noted.
    - 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).


6. Calendar Call.
  - a. Chairman Bartlett confirmed there was no calendar call.
7. Discussion items.
  - a. Confirmed meeting date(s) for February 2021.
    - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, February 24, 2021 via Zoom Video Conference.
  - b. Upcoming cases for February 24, 2021.
    - i. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to discuss item 9b (Upcoming cases for February 2021) during item 11b (Other business), second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
7. Executive Session (as needed).
  - i. Chairman Bartlett confirmed no Executive Session was needed for today's meeting.
8. Other business.
  - a. Rule 11: Appeals and Grievances Procedures – Aligns with the Resolution.
    - i. HR Director Pamela Ambles presented the Civil Service Rule 11 and Resolution 2020-91 to the Board in detail. Also, she stated Rules 11.307, 11.309a, 11.309b, 11.309d, 11.309e, and 11.310 needed to be revised to align with Resolution 2020-91. These rules needed to be changed to reflect the Hearing Officers obligations.
    - ii. HR Director Ambles stated she had revised the Rules and would forward to Chief Staff Attorney Charles Reed and Civil Service Board Attorney Harris for their input, then bring final amendments before Board.
    - iii. Chairman Bartlett stated the Hearing Officers should be held to the same standards and rules as the Board when it comes to the time limits.
    - iv. Chief Staff Attorney Reed confirmed HR Director Ambles, Civil Service Board Attorney Harris and himself would be amending changes to the Civil Service Board Rules.
    - v. Chief Staff Attorney Reed explained to the Board the role of the Hearing Officers when a quorum/conflict was at play.
    - vi. County Attorney Michelle Youngblood suggested a conflict checklist procedure should go through the Board to identify any potential conflicts.

- vii. HR Director Ambles confirmed the Board would receive the proposed changes before the next Board's meeting, which would be included in its February's package.
- b. Human Resources' recommendations for appeals going forward.
  - i. HR Director Pamela Ambles presented a presentation to the Board in detail.
  - ii. HR Director Ambles stated she had identified four (4) cases going forward: Caroline Brodie (Police), Marquitra Key (Juvenile Court), Brittani Williams (Sheriff), and Robin Stinnett (Superior Court).
  - iii. HR Director Ambles stated as a pilot process, Human Resources would be using the Civil Service Case Evaluation Form as part of an internal administration process to receive as much information as possible before hand.
  - iv. Chairman Bartlett suggested to move forward with the form and add a signature and a date as to which party the form was coming from.
  - v. HR Director Ambles confirmed the Appellant's form would be presented to the Board for February's meeting for cases to move forward.
  - vi. HR Director Ambles stated the amended finalization of Rule 11 and information regarding the four (4) cases would be included in the February's package.
  - vii. Chairman Bartlett asked the Board were there any questions for HR Director Ambles.
  - viii. Chairman Bartlett asked HR Director Ambles were the Rewrite Committee meetings still on hold. HR Director Ambles stated the Rewrite Committee would start back in late March on a Friday. The committee would receive an update as where the meeting left off.

***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