

CIVIL SERVICE BOARD MEETING

OCTOBER 25, 2022

A special called meeting of the Clayton County Civil Service Board was held on Tuesday, October 25, 2022, virtually via Zoom Video Communications.

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

Members absent: None

Also present: Human Resources Director Pamela Ambles and staff; County Attorney Michelle Youngblood; Chief Staff Attorney Charles Reed; Staff Attorney India Keefover; various employees from County departments; and other individuals.

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

Chairman Jackson called for a motion to adopt the agenda for October 25, 2022. Vice-Chair Smith made the motion to approve the agenda, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

1. Civil Service Board's Annual Training – Charles Reed, Chief Staff Attorney

a. **New Employment Laws**

- i. Staff Attorney India Keefover presented her training presentation in detail to the Board on the topic of Evidentiary Rulings as it Relates to Civil Service Hearings.
- ii. Staff Attorney India Keefover stated the Evidence Rules of Clayton County Civil Service Proceedings are specified in our Civil Service Rules and Procedures for the County and is set forth in Section 10 of the Georgia Administrative Procedure Act OCGA 50-13-1 and it is what governs the Administrative Evidentiary Rulings.
- iii. Staff Attorney India Keefover continued her training presentation on the topic of Georgia Pattern Jury Instructions and explaining evidence rulings in a digestible way regarding the Hearing Officers when it comes to evidence and testimony.

iv. Staff Attorney India Keefover confirmed she would provide the Board hard copies of her presentation.

b. **Robert's Rules of Order**

i. Chief Staff Attorney Charles Reed presented his training presentation in detail to the Board on Understanding the Open Meetings Act and Robert's Rules of Order.

ii. Chief Staff Attorney Charles Reed continued to present his training presentation in detail on the roles and the responsibilities of the Chairman, Vice-Chairman and other Board members along with rules and procedures on the following topics:

- The Open Meetings Act
- Executive Session
- Agenda
- Meeting Notices
- During the Meeting
- Quorum
- Types of Motions
- Step to Making a Motion
- When the Meeting is Out of Order
- After the Meeting

iii. The Board had questions for Chief Staff Attorney Reed. Attorney Reed responded in detail to all questions posed by the Board.

2. Discussion item(s).

a. There were none.

3. Executive Session (as needed).

a. None needed.

4. Other business.

a. Human Resources Director Pamela Ambles updated the Board on the status of the Hearing Officers.

- Chairman Jeffrey Turner accepted Human Resources recommendations of hiring three Hearing Officers
- Human Resources will schedule On-Boarding Orientation
- Human Resources will reach out to Chief Staff Attorney Charles Reed, Staff Attorney India Keefover, and Civil Service Board Attorney Fred Zimmerman for feedback on what the orientation will consist of

- Orientation will include the history of the Civil Service Act which established the Civil Service Board and the System of Personnel Administration of Clayton County
 - Training will be on the review of pertinent rules, Ordinance 2020-91 and Ordinance 2021-97
 - Provide the overview of Human Resources processes and protocols
 - Provide the understanding of the role and responsibilities of the Hearing Officers
 - Provide the overview of Clayton County structure in different departments and our cultural
 - There will be a second round of Hearing Officers interview. Human Resources would like to have at least six or seven Hearing Officers in the pool
- b. Human Resources Director Pamela Ambles stated that the new Civil Service Process Change has been sent to every Appellant we have on the case log.
- c. Human Resources Director Pamela Ambles stated she will be placing some of the Sheriff's cases on the December's agenda and it would coincide with the onboarding of the Hearing Officers.
- d. The Board had questions for Director Ambles. She responded to all questions in detail posed by the Board.

Chairman Jackson stated that all matters have been concluded and called for a motion to adjourn this meeting. Vice-Chair Smith made the motion to adjourn, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

Meeting adjourned.



DR. CEPHUS JACKSON
CHAIRMAN



PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR