

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

***MAY 24, 2023***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, May 24, 2023, in-person and virtually via Zoom Video Communications.

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

Members absent: None

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Fred Zimmerman; County Attorney Michelle Youngblood; Chief of Staff Kydra Finn; Deputy CFO Angela Jackson; Miosha Walker via Zoom; employees from County departments; and other individuals.

Chairman Smith called the meeting to order at 9:02 a.m.

Chairman Smith called for a motion to adopt the agenda for May 24, 2023. Vice-Chair Jackson made the motion to approve the agenda, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

1. Considered for approval the Civil Service Board's Minutes for April 26, 2023.
  - a. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to approve the Minutes, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
2. Considered request from **Firefighter Recruit Jarius Harris (Fire Department)**, for annual leave donation. (Civil Service Board was polled and approved on May 1, 2023 by Smith, Jackson, Lancaster, Phillips-Hall, and Watkins)
  - a. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to confirm the vote, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
3. Consider request from Fire Chief Tim Sweat to extend the probationary period of **Firefighter Recruit Ajuyla Irby (Fire Department)** for an additional one year until July 6, 2024.

- a. Fire Chief Tim Sweat presented the request in detail to the Board.
  - b. Human Resources Director Pamela Ambles confirmed the request is in compliance within the guidelines.
  - c. Chairman Smith asked the Board if there were any questions for Chief Sweat. There were none.
  - d. Chairman Smith called for a motion. Vice-Chair 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. Consider request from Solicitor General Charles Brooks to extend the promotional probationary period of **Legal Secretary Miosha Walker (Solicitor of State Court)** for an additional six (6) months until December 10, 2023.
- a. Solicitor General Chief of Staff Kydra Finn presented the request in detail to the Board.
  - b. The Board had questions for Human Resources Director Pamela Ambles and Ms. Finn. Director Ambles and Ms. Finn responded in detail to all questions posed by the Board.
  - c. **For the Record:** Human Resources Director Pamela Ambles stated that Ms. Walker's fit for duty matters have nothing to do with this probationary extension request.
  - d. Chairman Smith asked if Ms. Walker was present. She was not present.
  - e. Human Resources Director Pamela Ambles stated she was properly notified of this meeting.
  - f. Chairman Smith asked the Board if there were any other questions for Ms. Finn. There were none.
  - g. Chairman Smith called for a motion. Ms. Phillips-Hall made the motion to approve the request, second by Vice-Chair Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
5. Consider request from **Accounts Payable Assistant Manager Kenya Jemison (Finance)** to use sick leave in lieu of annual leave beginning May 5, 2023 intermittently.
- a. Deputy CFO Angela Jackson presented the request in detail to the Board.
  - b. Kenya Jemison was not in attendance.
  - c. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to approve the request, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
6. Calendar Call.
- a. **Robbin Fleming (Police Department)** – Suspension appeal filed April 16, 2021 regarding: “The disciplinary action taken against Officer Fleming on March 30, 2021 resulting in a 3-day suspension. The disciplinary action notice cited an alleged violation of Clayton County Civil Service Rule 9.206(k).” Appellant

Attorney Ken Davis requested a continuance on May 4, 2023. The request was granted May 5, 2023.

- i. Chairman Smith confirmed that Human Resources Director Pamela Ambles granted the continuance request on May 5, 2023.
- b. **Nicholas Deaton (Police Department)** – Demotion appeal filed January 12, 2023 regarding: “Demotion”. Appellant Attorney Jennifer Sands requested a continuance on May 4, 2023. The request was granted May 5, 2023.
  - i. Chairman Smith confirmed that Human Resources Director Pamela Ambles granted the continuance request on May 5, 2023.
- c. **Betty Hardy (Sheriff’s Office)** – Termination appeal filed on December 17, 2018 regarding: “Termination”. County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. A Hearing Officer has determined that a conflict does exist. The appeal will be forwarded to a second Hearing Officer to hear the merits of the case.
  - i. Chairman Smith confirmed Ms. Hardy’s case would be forwarded to a second Hearing Officer to hear the merits of the case.
- d. **Kenvota Rountree (Sheriff’s Office)** – Termination appeal filed December 17, 2018 regarding: “Termination”. County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. Human Resources Director Pamela Ambles has assigned this case to a Hearing Officer to be heard on May 23, 2023 at 1:00 p.m. to determine if a conflict exists.
  - i. Chairman Smith confirmed Ms. Rountree’s case has been assigned to a Hearing Officer to determine if a conflict exists.
- e. **Ingrid Philbert (Sheriff’s Office)** – Termination appeal filed December 26, 2018 regarding: “My Termination”. County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. A Hearing Officer has determined that a conflict does exist. The appeal will be forwarded to a second Hearing Officer to hear the merits of the case.
  - i. Chairman Smith confirmed Ms. Philbert’s case would be forwarded to a second Hearing Officer to hear the merits of the case.
- f. **Tavisa Thomas (Sheriff’s Office)** – Termination appeal filed December 28, 2018 regarding: “Termination”. County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. Human Resources Director Pamela Ambles has assigned this case to a Hearing Officer for May 31, 2023 at 10:00 a.m. to determine if a conflict exists.

- i. Chairman Smith confirmed Ms. Thomas' case has been assigned to a Hearing Officer to determine if a conflict exists.
  
- g. **Royteshia Venisee (Sheriff's Office)** – Termination appeal filed January 7, 2019 regarding: "Termination". County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. Human Resources Director Pamela Ambles has assigned this case to a Hearing Officer to be heard on May 18, 2023 at 10:00 a.m. to determine if a conflict exists.
  - i. Chairman Smith confirmed Ms. Venisee's case has been assigned to a Hearing Officer to determine if a conflict exists.
  
- h. **Desmond Coleman (Sheriff's Office)** – Termination appeal filed January 9, 2019 regarding: "My termination of employment from the Clayton County Sheriff's Office on January 8, 2019". County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. Human Resources Director Pamela Ambles has assigned this case to a Hearing Officer to be heard on May 23, 2023 at 1:00 p.m. to determine if a conflict exists.
  - i. Chairman Smith confirmed Mr. Coleman's case has been assigned to a Hearing Officer to determine if a conflict exists.
  
- i. **Daniella Williams (Sheriff's Office)** – Termination appeal filed January 14, 2019 regarding: "Termination". Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. A Hearing Officer has determined that a conflict does exist. The appeal will be forward to a second Hearing Officer to hear the merits of the case.
  - i. Chaiman Smith confirmed Ms. Williams' case would be forwarded to a second Hearing Officer to hear the merits of the case.
  
- j. **Tavares Daniels (Sheriff's Office)** – Termination appeal filed January 16, 2019 regarding: "I am appealing the disciplinary action ordered by Sheriff Victor Hill. Sheriff Victor Hill ordered me to be terminated on January 14, 2019". County Attorney Michelle Youngblood submitted a Notification of Conflict with the majority of the Civil Service Board. Human Resources Director Pamela Ambles has assigned this case to a Hearing Officer for May 31, 2023 at 10:00 a.m. to determine if a conflict exists.
  - i. Chairman Smith confirmed Mr. Daniels' case has been assigned to a Hearing Officer to determine if a conflict exists.

Human Resources Director Pamela Ambles presented the status of the Hearing Officer's conflict meetings in detail to the Board. The Board had questions for Director Ambles. Director Ambles responded to all questions in detail posed by the Board.

**For the Record:** Human Resources Director Pamela Ambles stated Human Resources responsibility and goal is to make sure we are adhering to Ordinance 2020-91 and Civil Service Rules.

The Board continued to ask Director Ambles questions. Director Ambles responded to all questions in detail posed by the Board.

County Attorney Michelle Youngblood presented the County's arguments of the Notice of Conflict in detail to the Board.

7. Discussion items.

a. Confirmed meeting date(s) for June 2023.

- i. Human Resources Director Pamela Ambles confirmed the next Regular Called Meeting would be June 28, 2023 at 9:00 a.m.
- ii. Human Resources Director announced there will be no need for a Special Called Meeting.

b. Upcoming cases for June 28, 2023.

- i. Robbin Fleming (Police Department) – Suspension – Reset all Deadlines
- ii. Brian Godboldt (Police Department) – Suspension – All Deadlines
- iii. Kerwyn Martin (Sheriff's Office) – Grievance – All Deadlines
- iv. Kyle Sherritt (Fire Department) – Grievance – All Deadlines
- v. Human Resources Director Pamela Ambles stated the deadlines for June 28, 2023 Civil Service Board meeting would be: Witness List (June 9<sup>th</sup>), Exhibits (June 14<sup>th</sup>), and Continuance Request (June 20<sup>th</sup>)

8. Executive Session (as needed).

- a. Chairman Smith called for a motion to adjourn into Executive Session to discuss *Personnel Matters*. Vice-Chair Jackson made the motion to adjourn into Executive Session at 9:50 a.m., second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

- b. Chairman Smith called the meeting back in session at 11:30 a.m.

9. Other business.

- a. There were none.


*Chairman Smith stated that all matters have been concluded and called for a motion to adjourn this meeting. Vice-Chair Jackson 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.*



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**K. TERRANCE SMITH  
CHAIRMAN**



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**PAMELA R. AMBLES  
HUMAN RESOURCES DIRECTOR**