

CIVIL SERVICE BOARD MEETING

MARCH 27, 2024

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, March 27, 2024, in-person and virtually via Zoom Video Communications.

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

Members absent: Dr. Cephus Jackson, Member

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Fred Zimmerman; County Attorney Michelle Youngblood; Police Legal Advisor Kenneth Green; Fire Chief Tim Sweat, Deputy Chief Financial Officer Kimberly Booth; Finance Senior Accountant Zane Thompson; Cora Butler; employees from County departments; and other individuals.

Chair Watkins called the meeting to order at 9:02 a.m.

Chair Watkins called for a motion to adopt the agenda for March 27, 2024. Ms. Lancaster made the motion to approve the agenda with amendment to add item 8a – Vincent Smith (Fire) to use sick leave reserve, second by Vice-Chair Smith. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

NOTE: Board Member Dr. Cephus Jackson will not be present for today's meeting.

1. Considered for approval the Civil Service Board's Meeting Minutes held on February 28, 2024.
 - a. Chair Watkins called for a motion. Vice-Chair Smith made the motion to approve the Minutes, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
2. Considered for approval the Civil Service Board's Executive Session Minutes regarding ***Kyle Sherrit, Fire Department***, grievance heard on February 28, 2024.
 - a. Chair Watkins called for a motion. Vice-Chair Smith made the motion to approve the Minutes, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

3. Considered for approval the Written Civil Service Board's Decision regarding **Kyle Sherrit, Fire Department**, grievance heard on February 28, 2024. Motion carried by unanimous vote (4-0) to deny the Appellant's grievance. (Virginia Phillips-Hall – absent)
 - a. Chair Watkins called for a motion. Vice-Chair Smith made the motion to approve the Decision, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
4. Considered for approval the Civil Service Board's Executive Session Minutes regarding **Shalanda Riley, Magistrate Court**, termination appeal heard on February 28, 2024.
 - a. Chair Watkins called for a motion. Vice-Chair Smith made the motion to approve the Minutes, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
5. Considered for approval the Written Civil Service Board's Decision regarding **Shalanda Riley, Magistrate Court**, termination appeal heard on February 28, 2024. Motion carried by unanimous vote (5-0) to uphold the County's decision to terminate the Appellant.
 - a. Chair Watkins called for a motion. Vice-Chair Smith made the motion to approve the Decision, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
6. Considered request from Chief Financial Officer Stacey Merritt to extend the second probationary period of **Mail Clerk Cora Butler, Finance**, for an additional six (6) months until August 2, 2024.
 - a. Chair Watkins asked if Cora Butler was present. She was not in attendance.
 - b. Human Resources Director Pamela Ambles confirmed to the Board that Human Resources did notify Ms. Butler and she stated she would be in attendance.
 - c. Deputy Chief Financial Officer Kim Booth presented the request in detail to the Board.
 - d. The Board had questions for CFO Booth. CFO Booth responded in detail to all questions posed by the Board.
 - e. Chair Watkins requested to hear comments from Ms. Butler's direct supervisor.
 - f. Finance Senior Accountant Zane Thompson presented additional information in detail to the Board.
 - g. The Board had questions for Mr. Thompson. Mr. Thompson responded in detail to all questions posed by the Board.
 - h. Chair Watkins announced Cora Butler had arrived for the meeting.
 - i. Ms. Butler responded in detail to the department's reasons for the probation extension.
 - j. The Board had questions for Ms. Butler. Ms. Butler responded in detail to all questions posed by the Board.

- k. Chair Watkins called for a motion. Ms. Phillips-Hall made the motion to approve the request, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (3-1).
7. Considered request from Fire Chief Tim Sweat to use reserve sick leave for ***Sergeant Vincent Smith, Fire Department.***
 - a. Fire Chief Sweat presented the request in detail to the Board.
 - b. Human Resources Director Pamela Ambles confirmed to the Board that the request falls within the guidelines.
 - c. Chair Watkins called for a motion. Vice-Chair Smith made the motion to approve the request, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
 8. Calendar Call.
 - a. There were none.
 9. Discussion item(s).
 - a. Confirmed meeting dates(s) for April 2024
 - i. Human Resources Director Pamela Ambles confirmed the next Regular Call meeting would be April 24, 2024 at 9:00 a.m.
 - b. Upcoming cases for April 24, 2024
 - i. ***Kyle Sherrit (Fire Department)*** - Grievance
 - ii. Human Resources Director Pamela Ambles announced the deadlines for April 24, 2024 Board meeting would be: Witness List (April 4th), Exhibits (April 9th), and Continuance Request (April 15th).
 - iii. Human Resources Director Pamela Ambles presented updates on the pending cases of the Sheriff's Office to the Board.
 - Desmond Coleman – We are in the process of bringing him back to work.
 - Grace Taylor – The County appealed the Board's Decision. Then the County withdrew the appeal. Since this was a demotion, Finance is working on getting Ms. Taylor her back pay.
 - Other pending cases – County Attorney Anita Thomas will be meeting with Chairman Jeffrey Turner for further discussions. Human Resources Director Pamela Ambles will be in contact with Chief Staff Attorney Charles Reed for additional updates, but they are moving toward resolutions.
 - Monique Kidd – The settlement is in the final stages of the process.


- The Rewrite Committee is going excellent with spirited discussions as we go through the process. Human Resources would like to thank Chair Watkins, Vice-Chair Smith, and County Attorney Michelle Youngblood for their commitment and time for this project.
- Discussion: The Board and Human Resources Director Pamela Ambles discussed the process when bringing an employee back to work. This issue is in Civil Service Rule 11 which needs to be looked at thoroughly.

Human Resources Director Pamela Ambles announced Human Resources would be hosting the first Annual Employee Gratitude Day on Friday, April 5, 2024 from 1:00 pm – 3:00 pm. The event will be held at the Lakeview Event Center parking lot, 2300 Walt Stephens Road. All Board members and the citizens are invited.

10. Executive Session (as needed).
 - a. None needed.
11. Other business.
 - c. There were none.
12. Adjournment.

Chair Watkins 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 (4-0).

Meeting adjourned at 9:49 a.m.



**TERESA B. WATKINS
CHAIR**



**PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR**