

# ***CIVIL SERVICE BOARD MEETING***

***APRIL 3, 2013***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, April 3, 2013, in the Commissioners' Board Room.

Members present:     Larry A. Bartlett, Chairman  
                          Troyce B. Lancaster, Vice-Chair  
                          Gbenga Osagie, Member  
                          J. Mark Trimble, Member  
                          Lori Favre, Member

Also present:         Human Resources Director Renee Bright and various staff members; Civil Service Board Attorney Joe Harris; County Attorney Pamela Everett; Fire Chief Jeffrey Hood; Police Department Legal Advisor Kenneth Green; Chief of Police Gregory Porter; Yasmin Neal; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:04 a.m., and noted for the record that all Board members were present. Chairman Bartlett called for a motion to adopt the April 3<sup>rd</sup> Agenda. Mr. Trimble made a motion to approve the agenda with an amendment adding an annual leave request as item 7A, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1.     Considered for approval the Civil Service Board Meeting minutes that was held on March 6, 2013.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the minutes, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
  
2.     Considered for approval the Executive Session minutes for the suspension appeal filed by Keith Smith, Prison/Refuse Control.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the minutes, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
  
3.     Considered for approval the Civil Service Board's Decision for the Keith Smith, Prison/Refuse Control, suspension appeal that was heard at the March 6, 2013, meeting.

- a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the Decision, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.

4. Chairman Bartlett presented Training Certificates to the following employees:

a. **Employee's Professional Certificate**

- i. Patricia Hill - Juvenile Court
- ii. Keshia Johnson - Juvenile Court
- iii. Jennifer Jones - Juvenile Court
- iv. Synta Kellam-Barnard - Parks & Recreation Administration
- v. Natashya Johnson - Police Department
- vi. Tonette White - Senior Services
- vii. Raymona Tukes - Tax Commissioner
- viii. Mary Rogers - Transportation & Development

b. **Manager's Basic Skills Certificate**

- i. Rose DeJesus - Community Development
- ii. Lesa Myers - District Attorney/Child Support
- iii. Kareema Simeon - District Attorney/Child Support
- iv. Sean Moran - Fire & Emergency Services
- v. Tiffany Berry - Juvenile Court
- vi. Indya Grier - Juvenile Court
- vii. Sheryl Teske - Juvenile Court
- viii. Cassandra Watson - Juvenile Court
- ix. Kenneth Cameron - Police Department
- x. Christopher Blackwell - Senior Services
- xi. Patricia Joe - Senior Services
- xii. Arnell Richardson - Sheriff Department

c. **Manager's Professional Skills Certificate**

- i. Rose DeJesus - Community Development
- ii. Lesa Myers - District Attorney/Child Support
- iii. Tiffany Berry - Juvenile Court
- iv. Indya Grier - Juvenile Court
- v. Sheryl Teske - Juvenile Court
- vi. Cassandra Watson - Juvenile Court
- vii. Sherita Smitherman - Police Department
- viii. Patricia Joe - Senior Services
- ix. Arnell Richardson - Sheriff Department

5. Considered for approval request from Faith Tankersley, Clerk Superior/Magistrate Court, for annual leave donations.
  - a. Human Resources Director Renee Bright stated the request met all civil service requirements.
  - b. Chairman Bartlett called for a motion. Mr. Osagie made a motion to approve the request, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.
6. Considered for approval request from Dionne Fanning, Police Department/E911, for annual leave donations.
  - a. Director Bright stated the request met civil service requirements and explained in detail.
  - b. Police Chief Gregory Porter stated there were no objections on behalf of the department.
  - c. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
7. Considered approval request from Police Chief Gregory Porter to extend the probationary period of Gail Anderson, for an additional three (3) months (until September 17, 2013).
  - a. Police Department Legal Advisor Kenneth Green presented the Chief's request in detail.
  - b. Officer Gail Anderson presented her objections to the extension in detail.
  - c. The Board questioned Officer Anderson. She responded in detail to all questions posed by the Board.
  - d. The Board questioned Chief Porter. He responded in detail to all questions posed by the Board.
  - e. A discussion among the Board, Director Bright, Chief Porter, and Mr. Green occurred.
  - f. Officer Anderson addressed the Board a second time.
  - g. Chairman Bartlett called for a motion regarding Chief Porter's request. Mr. Trimble made a motion to approve the request, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
  - h. Chairman Bartlett addressed Officer Anderson.

8. Considered for approval request from Fire Chief Jeff Hood to revise the edition of the Clayton County Fire & Emergency Services Promotional Procedures.
  - a. Fire Chief Hood presented his request in detail.
  - b. The Board questioned Chief Hood. He responded in detail to all questions posed by the Board.
  - c. Chairman Bartlett called for a motion. Mr. Trimble made a motion to grant the request, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
  - d. Chairman Bartlett called for a short break. Mr. Trimble made a motion, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
  - e. Chairman Bartlett called the meeting back to order.
9. **Grievance** – Considered grievance filed on March 30, 2011, by Yasmin Neal, Police Department, with regards to *“annual leave being exhausted in preparation of an approval for leave without pay, per documentation I received”*.  
**Grievance** – Considered grievance filed on March 30, 2011, by Yasmin Neal, Police Department, with regards to *“inability to use leave without pay under Civil Service Rule 5.442 since annual has been exhausted”*.
  - a. Chairman Bartlett stated he would consider hearing both grievances together. There were no objections from either the County or the Grievant.
  - b. Officer Yasmin Neal presented her opening statement. County Attorney Pamela Everett presented the County’s opening statement.
  - c. Officer Neal began her testimony and mentioned Employee Exhibit E-2 (last two pages). Ms. Everett objected to the document as to its relevancy. Both parties explained in detail.
  - d. Mr. Trimble made a motion to uphold Ms. Everett’s objection. Vice-Chair Lancaster questioned Mr. Trimble’s motion.
  - e. A discussion among the Board, Chief Porter, Ms. Everett and Director Bright occurred.
  - f. Mr. Trimble’s motion died for a lack of a second vote.
  - g. Chairman Bartlett made a motion to allow the document, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by 4-1 vote, with Mr. Trimble voting nay.
  - h. Officer Neal continued with her testimony. Officer Neal mentioned County Exhibit C-2 was no longer needed, as it had been two years. Officer Neal

mentioned County Exhibit C-1 and stated she wanted all of her annual leave back. Officer Neal continued to testify and mention County Exhibits C-9 and C-13.

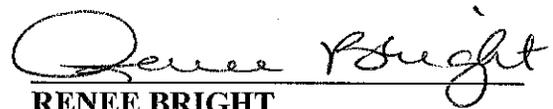
- i. The Board questioned Officer Neal. She responded in detail to all questions posed by the Board.
  - j. Ms. Everett presented the County's testimony and explained in detail. Ms. Everett mentioned County Exhibit C-7.
  - k. Chief Porter gave further testimony.
  - l. The Board questioned Ms. Everett. She responded in detail to all questions posed by the Board.
  - m. A discussion among the Board, Ms. Everett, Officer Neal, and Director Bright occurred.
  - n. Mr. Trimble addressed the Board regarding his understanding of Officer Neal's testimony.
  - o. Chief Porter addressed the Board and explained his decision in detail.
  - p. Officer Neal clarified two points and gave her closing arguments. Ms. Everett gave the County's closing arguments.
  - q. Chairman Bartlett called for a motion to adjourn into Executive Session to address Officer Neal's two grievances. Mr. Trimble made a motion, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
  - r. Chairman Bartlett called the meeting back to order.
  - s. Chairman Bartlett called for a motion regarding Officer Neal's two grievances. Mr. Trimble made a motion that any grievances filed by Yasmin Neal be denied, second by Ms. Favre. No further discussion on the motion made. Motion carried by unanimous vote.
  - t. Chairman Bartlett explained the recommendation to all parties.
10. Discussion items.
- a. Selected a second meeting date for July 2013.
    - i. A discussion among the Board members occurred.
    - ii. Chairman Bartlett called for a motion to set July 3, 2013, as the Regular meeting date and add July 2, 2013, as the Special Called meeting date. Ms. Favre made a motion, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.

- iii. Chairman Bartlett advised Director Bright to place cases on the May agenda.
11. Other business.
- a. Miscellaneous.
    - i. Vice-Chair Lancaster asked to receive hard copies of any new policy or Rules at the May meeting.

*Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made a motion to adjourn, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.*

*Meeting adjourned.*

  
\_\_\_\_\_  
LARRY A. BARTLETT  
CHAIRMAN

  
\_\_\_\_\_  
RENEE BRIGHT  
HUMAN RESOURCES DIRECTOR