

REGULAR CALLED CIVIL SERVICE BOARD MEETING

JUNE 11, 2014

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, June 11, 2014, in the Commissioners' Board Room.

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

Member absent: Lori Favre, Member

Also present: Human Resources Director Renee Bright and various staff members; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Sheriff Major Robert Sowell; Julie Tolbert; Debbie Decker; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:07 a.m., and noted for the record that all Board members were present, except Lori Favre. Chairman Bartlett called for a motion to adopt the June 11th agenda. Mr. Trimble made a motion to adopt the agenda, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.

1. Considered for approval the Civil Service Board's Meeting minutes that was held on May 6, 2014.
 - 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 Civil Service Board's Meeting minutes that was held on May 7, 2014.
 - 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 Executive Session Minutes for the Kimberle Windley, Sheriff's Office, termination appeal that was heard on May 6, 2014.
 - 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.

4. Considered for approval the Civil Service Board's Decision for the Kimberle Windley, Sheriff's Office, termination appeal that was heard on May 6, 2014.
 - 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.
5. Considered for approval the Civil Service Board's Executive Session Minutes for the Andrea Cooper, Clerk State Court, termination appeal that was heard on May 7, 2014.
 - 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.
6. Considered for approval the Civil Service Board's Decision for the Andrea Cooper, Clerk State Court, termination appeal that was heard on May 7, 2014.
 - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the Decision, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
7. Considered for approval the request from Tristin Glaze, Sheriff's Office, for annual leave donations.
 - a. Human Resources Director Renee Bright explained the request in detail and that it was outside of the normal Civil Service requirements.
 - b. A discussion between the Board members occurred.
 - c. Sheriff Major Robert Sowell stated the Sheriff's Office supported the request.
 - d. 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.
8. Considered for approval the request from Julie Tolbert, Indigent Defense Administration, to use sick leave for the care of her father.
 - a. Ms. Tolbert was in attendance.
 - b. HR Director Bright explained the request was an exception as her father did not reside with her.
 - c. Chairman Bartlett asked if the head of the department was present.
 - d. HR Director Bright stated she was on annual leave but that she should not have any concerns.

- e. 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.
9. Considered for approval the request from Debbie Decker, Finance Department, to use sick leave for the care of her mother.
 - a. Ms. Decker was in attendance.
 - b. HR Director Bright explained the request was an exception and needed the Board's approval as it was outside the Civil Service requirements.
 - c. Chairman Bartlett called for a motion. 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.
 10. Calendar call.
 - a. **Barry Cauthen, Sheriff's Office** – Termination Appeal continued at the request of Appellant Attorney Thomas Florio due to court conflicts. There were no concerns on behalf of the County.
 - b. **Scott Smith, Sheriff's Office** – Termination Appeal continued at the request of Appellant Attorney Lansing Kimmey due to court conflicts. There were no concerns on behalf of the County.
 - c. **Sherice Jones, Police Department** – Termination Appeal continued at the request of Appellant Attorney Keith Martin due to court conflicts. There were no concerns on behalf of the County.
 - d. **Cassandra Pitts, Sheriff's Office** – Demotion Appeal continued at the request of County Attorney Michelle Youngblood (parties are in negotiations). Attorney Janet Scott did not have any objections, per Attorney Youngblood.
 - e. **Sonja Sanchez, Sheriff's Office** – Termination Appeal continued at the request of Appellant Attorney Keith Martin due to medical and unavailability reasons. There were no concerns on behalf of the County.
 - f. **Robyn Coles-Kidd, Sheriff's Office** – Termination Appeal withdrawn. Chairman Bartlett confirmed that all paperwork was complete.
 - g. **Gordon Larvie, Parks & Recreation** – Termination Appeal withdrawn. Chairman Bartlett confirmed that all paperwork was complete.
 - h. Chairman Bartlett asked to have all the cases placed on the July agenda and add more to it. The Chairman also stated not to add any more cases where the appellant is represented by Keith Martin and just to go down the list to the next appellant.

- i. *Sonja Sanchez, Sheriff's Office* – Chairman Bartlett was not sure if she would medically be prepared and asked to place case in a holding pattern. Attorney Youngblood stated Attorney Keith Martin asked for the matter to be placed on the July agenda and that she would need to speak with the Sheriff's Office as new information had come to light.
 - j. Mr. Trimble recommended that the Board leave *Sanchez* appeal on and drop down to Attorney Steven Frey and PBA Attorney.
11. Discussion items.
- a. Considered revised Continuance policy.
 - i. Chairman Bartlett recommended that the 7-day notice be changed to 14-day notice and asked for this matter to be tabled until the final draft is received from Civil Service Board Attorney Joe Harris.
 - b. Selected second meeting date for July 2014.
 - i. Vice-Chair Lancaster suggested July 8 and 9, 2014
 - ii. The Board agreed on Tuesday, July 8, 2014, as the Special Called Meeting date and Wednesday, July 9, 2014, as the Regular Called Meeting date.
12. Other business.
- a. There was no other business.

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 Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


RENEE BRIGHT
HUMAN RESOURCES DIRECTOR