

CIVIL SERVICE BOARD MEETING

FEBRUARY 22, 2017

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, February 22, 2017, in the Commissioners' Board Room.

Members present: Larry A. Bartlett, Chairman
 Troyce B. Lancaster, Vice-Chair
 Dr. Cephus Jackson, Member
 Virginia Phillips-Hall, Member
 J. Mark Trimble, Member

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Rachel Mack; Police Department Legal Advisor Kenneth Green; County Attorney Pamela Everett; Tax Commissioner Office Manager Danielle Smith; Fire Chief Landry Merkison; Probate Court Judge Pamela Ferguson; Magistrate Court Chief of Staff Dionne Dixon; Sheriff's Office Assistant Chief Deputy Shawn Southerland; Andrew White; Thomas Sheats; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:04 a.m.

Chairman Bartlett called for a motion to adopt the February 22nd agenda. Mr. Trimble made the motion to adopt the agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1. Considered the Civil Service Board's Meeting Minutes held on January 25, 2017.
 - a. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

2. Considered request from Fire Chief Landry Merkison to extend the probationary period of **Gregory Matthews** for an additional six (6) months. (*Note: Dionte Dinkins* passed his EMT test and was removed from consideration, per Fire Chief Merkison).
 - a. Fire Chief Landry Merkison explained the request in detail.
 - b. A discussion between the Board and Fire Chief Merkison occurred.
 - c. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a unanimous vote.

3. Considered request from Fire Chief Landry Merkison to extend the probationary period of the following employees for an additional six (6) months: (1) **Janelle Andrews**, (2) **Timothy Bennett, Jr.**, (3) **Charles Gordon**, and (4) **Christopher Sellers**.
 - a. Fire Chief Merkison explained the request in detail.
 - b. A discussion between the Board and Fire Chief Merkison occurred.
 - c. Chairman Bartlett asked if any of the employees were in attendance. None were in attendance.
 - d. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
4. Considered request from **Renae Robinson, Fire & EMS**, to receive annual leave donation was removed, per the request of Fire Chief Landry Merkison.
 - a. Fire Chief Merkison explained that Renae Robinson would be released from doctor's care effective tomorrow and that the request could be removed from the agenda.
 - b. Chairman Bartlett removed the request for annual leave donation from the agenda.
5. Considered request from Chief of Police Michael Register to extend the probationary period of **Faibeen Alexandre**, for an additional ten (10) months (until January 27, 2018), was approved.
 - a. Kenneth Green, Legal Advisor for the Police Department explained the request in detail.
 - b. A brief discussion between the Board and Mr. Green occurred.
 - c. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
6. Considered request from Chief of Police Michael Register to extend the probationary period of **Caroline Brodie**, for an additional six (6) months.
 - a. Mr. Green explained the request in detail.
 - b. A discussion between the Board and Mr. Green occurred.

- c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.
 - d. Human Resources Director Pamela Ambles advised the change to the 18-month probationary period would not affect employees currently sitting in position but those who are hired in.
7. Considered request from Chief of Police Michael Register to place **Danielle Rosa** on Leave without Pay for the week of February 20-24, 2017 (40 hours).
- a. Mr. Green explained Ms. Rosa's need for the request in detail.
 - b. Chairman Bartlett confirmed that the request required the approval of the Civil Service Board.
 - c. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
8. Considered request from Magistrate Court Chief of Staff Dionne Dixon to extend the probationary period of **Karen McDowell Cox**, for an additional six (6) months (until August 14, 2017).
- a. Magistrate Court Chief of Staff Dionne Dixon explained the request in detail.
 - b. Chairman Bartlett asked if Ms. Cox was present. Ms. Cox was not in attendance.
 - c. The Board did not have any questions for Chief of Staff Dixon.
 - d. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.
9. Considered request from Superior and State Court Administrator Phyllis Douglas to extend the probationary period of **Amanda Ieta Elaine Tape**, for an additional 60 days, was approved.
- a. Superior Court Accountability Courts Coordinator Deborah Boddie explained the request in detail.
 - b. Chairman Bartlett asked if Ms. Tape was present. She was not in attendance.
 - c. Chairman Bartlett confirmed with HR assistant Victoria Jeffers her means of communication with Ms. Tape.

- d. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.
10. Considered request from Tax Commissioner Terry Baskin to place **Jessica Mejia** on Leave without Pay until March 22, 2017.
 - a. Tax Commissioner Office Manager Danielle Smith presented the request in detail and explained.
 - b. A discussion between the Board and Ms. Smith occurred.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.
 - d. Chairman Bartlett commented that the Directors really care about the employees and applauded them in making the County a productive place to work. Mr. Trimble seconded that comment.
 11. Calendar Call.
 - a. **Andrew White (Sheriff's Office)** – Appeal filed January 10, 2014, regarding: “My termination due to untruthfulness and neglect of duty”. The Appellant Attorney Keith Martin had court conflicts but did not request a continuance.
 - i. County Attorney Pamela Everett represented the County and stated the County would use the 90 minute time limit.
 - ii. Rachel Mack, filled in for Joe Harris, as Attorney to the Civil Service Board.
 - iii. Chairman Bartlett stated the Board would be diligent in starting the hearing today since the Board has tried setting this case for a Special Meeting and it had fallen through.
 - iv. A discussion among the Board, HR Director Ambles, Andrew White, and Attorney Everett occurred regarding scheduling a Special Called meeting date to hear Andrew White’s appeal.
 - v. The Board agreed to set *Andrew White’s* appeal hearing on its Regular meeting agenda set for Wednesday, March 22, 2017, and if Attorney Martin was unavailable for this date, then the appeal would be heard on its Special Called meeting date agenda set for Thursday, March 30, 2017.

- b. **Thomas J. Sheats (Police/Administration)** – Appeal filed July 17, 2014, regarding: “The termination of my employment from the Clayton County Police Department and Clayton County Government, effective July 10, 2014”. The Appellant Attorney Keith Martin had court conflicts but did not request a continuance.
 - i. County Attorney Pamela Everett was present and stated the County was ready to proceed (all witnesses were on call).
 - ii. Appellant Thomas Sheats was present and confirmed that he was represented by Attorney Keith Martin.
 - iii. Chairman Bartlett released the Sheats’ witnesses and asked the Appellant and County Attorney Everett to communicate this to their attorney and/or witnesses.

- c. **Latangela James (Probate Court)** – Appeal filed January 20, 2016, regarding: “Termination”. The County submitted a request for continuance on January 4, 2017.
 - i. The County was ready to proceed. (The Chairman recognized Probate Court Judge Pamela Ferguson).
 - ii. Chairman Bartlett asked if Ms. James was present. Ms. James did not respond.
 - iii. County Attorney Everett stated Attorney Stephen Mixon was never retained by Latangela James.
 - iv. County Attorney Everett on behalf of Judge Ferguson and the County made a motion that the termination for insubordination be upheld.
 - v. Chairman Bartlett advised the Board could not uphold but could only dismiss.
 - vi. Attorney Everett changed her motion for Dismissal for failure to appear.
 - vii. Dr. Jackson made the motion to dismiss Ms. James’ appeal, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.

- 12. The Board agreed to handle *Other Business* before taking a break to allow time for Attorney Martin to arrive.

- 13. Discussion items.
 - a. Additional meeting date for March 2017.
 - i. Chairman Bartlett stated the Board should be flexible to hear either Andrew White or Thomas Sheats’ case as long as Human Resources could meet its deadlines.
 - ii. A discussion among the Board, County Attorney Everett and HR Director Ambles occurred regarding the deadlines needed.

- iii. Mr. Trimble stated he was more than amenable to meet on the Andrew White matter. Mr. White replied thank you.
 - iv. A discussion among the Board members occurred in reference to scheduling a Special Called Meeting date, in which to hear Andrew White's appeal (if Attorney Martin would be unavailable for March 22, 2017).
 - v. The Board confirmed its next Regular Meeting date would be 9:00 a.m., on Wednesday, March 22, 2017.
- b. Upcoming Cases.
- i. Chairman Bartlett asked the Civil Service Board to continue on its path to hear cases and stated he appreciated the addition of Dr. Cephus Jackson and Ms. Phillips-Hall with all of their expertise and knowledge they have brought to the Board.
14. Other business.
- a. Civil Service Rules Change – 7.301
 - i. HR Director Pamela Ambles advised the Board, the Board of Commissioners unanimously approved the change to Civil Service Rule 7.301.
 - ii. HR Director Ambles confirmed the 18-month probationary period will only affect new employees coming in and not employees currently in classification.
 - iii. Chairman Bartlett stated it was good to have everyone on the “same sheet of music”.
 - iv. HR Director Ambles spoke and stated that new employees should have peace of mind when understanding the new policies.
 - v. Chairman Bartlett called for a motion to reconvene at 10:00 a.m. Mr. Trimble made the motion, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
 - vi. Chairman Bartlett called the meeting back to order.

- b. **Andrew White (Sheriff's Office)** – Appeal filed January 10, 2014, regarding: “My termination due to untruthfulness and neglect of duty”. The Appellant Attorney Keith Martin had court conflicts but did not request a continuance.
- i. *[After handling Other Business items, the Board took an extended break to allow time for Attorney Martin to arrive. Attorney Martin had not arrived by the time the Board reconvened.]*
 - iv. Chairman Bartlett advised Attorney Martin was in the court hearing and that one of the Board members would need to leave but asked if the other four were willing to wait.
 - v. Chairman Bartlett stated there was no additional information from Attorney Martin that the hearing was complete.
 - vi. Chairman Bartlett apologized to Andrew White on behalf of the Civil Service Board.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made the 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


PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR