

CIVIL SERVICE BOARD MEETING

JUNE 26, 2019

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, June 26, 2019, in the Commissioners' Board Room.

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

Member absent: J. Mark Trimble, Member

Also present: Human Resources Trainer Ryan Shaw and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Police Department Legal Advisor Kenneth Green; Fire Chief Landry Merkison; Sheriff's Office Legal Advisor Fred Zimmerman; Sheriff Correctional Officer Ernest Jenkins; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:25 a.m.

Chairman Bartlett called for a motion to adopt the May 22, 2019, agenda. Vice-Chair Lancaster made the motion to add Item 6a Decision on (**Colin Dube (Library)**). Chairman Bartlett made the motion to adopt the agenda, second by Dr. Jackson. No further discussion on the motion. Motion was carried by unanimous vote (4-0).

1. Considered for approval the Civil Service Board's Meeting Minutes held on May 22, 2019.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
2. Considered for approval Civil Service Board's Executive Session Minutes regarding **Melody Smith (Probate Court)** recusal matter heard May 22, 2019.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
3. Considered for approval Civil Service Board's Executive Session Minutes regarding **Melody Smith (Probate Court)** termination appeal heard May 22, 2019.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

4. Considered for approval Civil Service Board's Decision regarding **Melody Smith (Probate Court)** termination appeal filed September 24, 2018 and hearing held May 22, 2019.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Decision, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
5. Considered for approval Civil Service Board's Decision regarding **Colin Dube (Library)** grievance filed December 12, 2019 and hearing held May 22, 2019.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Decision, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
6. Considered request from **Master Firefighter Timothy Summerfield (Fire & Emergency Services)** to use banked time.
 - a. Fire Chief Landry Merkison presented the request in detail.
 - b. The Board questioned Fire Chief Merkison. Fire Chief Merkison responded in detail.
 - c. The Board discussed use of banked time was outside Civil Service Policy.
 - d. Chairman Bartlett advised the Board would vote on the record.
 - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to deny the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
7. Considered request from Police Chief Kevin Roberts for leave without pay for **Officer Russell D. Sharman (Police Department)** from June 27, 2019 through July 5, 2019 and September 7, 2019 through September 14, 2019.
 - a. Police Department Legal Advisor Kenneth Green presented the request in detail.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - c. Chairman Bartlett called for a motion. Ms. Phillips-Hall made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
8. Considered request from Police Chief Kevin Roberts for extension of probation for **Officer Faith L. Hope (Police Department)** until December 10, 2019.
 - a. Police Department Legal Advisor Kenneth Green presented the request in detail.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

9. Considered request from **Officer Ernest Jenkins (Sheriff's Office)** to use sick leave for the care of his mother.
 - a. Chairman Bartlett called Officer Ernest Jenkins to the podium.
 - b. The Board questioned Officer Jenkins. Officer Jenkins responded in detail.
 - c. Sheriff's Legal Advisor Fred Zimmerman explained in detail that Officer Jenkins was a good employee and the Sheriff Division stood behind him.
 - d. Chairman Bartlett advised the Board would vote on the record.
 - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

10. Calendar Call.
 - a. **Tamikia Johnson (Tax Commissioner)** – Suspension appeal filed November 19, 2018, regarding: “My Suspension of three days”. Ms. Johnson withdrew her suspension appeal via email on June 19, 2019, and accepted a proposal of a one-day suspension without pay.
 - i. Chairman Bartlett confirmed the issue had been resolved and removed from the calendar.

11. Discussion items.
 - a. Confirmed meeting date(s) for July 2019.
 - i. The Board confirmed its next Regular Meeting date would be 9:00 a.m., on Wednesday, July 24, 2019.
 - b. Upcoming cases for July 24, 2019.
 - i. Chairman Bartlett asked Human Resources to get enough cases scheduled for July's meeting calendar.
 - c. Civil Service Rule 5.202 (b) – Clarify Merit Increase Anniversary Date.
 - i. Chairman Bartlett requested County Attorney Michelle Youngblood clarified the merit increase anniversary date. Attorney Youngblood responded in detail.
 - ii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

12. Executive Session (as needed).

- a. Chairman Bartlett motioned for Executive Session at 9:50 a.m. Chairman Bartlett recommended the Executive Session would be with the Board and the Civil Service Board Attorney Joe Harris (Human Resources Director Pamela Ambles was absent) to discuss how to address the upcoming cases on the calendar.
- b. Chairman Bartlett called for a motion. Dr. Jackson made the motion to adjourn into Executive Session, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- c. Chairman Bartlett called the meeting back to order at 10:49 a.m.


13. Other business.

- a. There was none.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Dr. Jackson made the motion to adjourn, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR