

CIVIL SERVICE BOARD MEETING

MARCH 24, 2021

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, March 24, 2021, in person and through a virtual meeting (Zoom Video Communications).

Members present: Larry A. Bartlett, Chairman
 K. Terrance Smith, Member
 Troyce B. Lancaster, Vice-Chair (via Zoom)
 Dr. Cephus Jackson, Member (via Zoom)
 Virginia Phillips-Hall, Member (via Zoom)

Member absent: None

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Staff Attorney Alero Afejuku; Transportation and Development Director Jeff Metarko; Chief Financial Officer Ramona Bivins; Marsha McLain; Juvenile Court Director Colin Slay; Darnell Burks; Marquitra Key; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:30 a.m.

Chairman Bartlett called for a motion to adopt the March 24, 2021, agenda. Dr. Jackson made the motion to approve the agenda, second by Mr. Smith. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

1. Considered for approval the Civil Service Board's Meeting Minutes for February 24, 2021.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

2. Considered request from **Darnell Burks (Sheriff's Office)**, for annual leave donation. (Civil Service Board was polled and approved February 26, 2021 by Bartlett, Lancaster, Phillips-Hall, Jackson, and Smith).
 - a. On the Record: The Board confirmed the request was polled and approved February 26, 2021 by unanimous vote (5-0).

3. Considered request from Transportation and Development Director Jeff Metarko, to extend the probationary period of **Ian Bogle, Transportation and Development/Fleet Maintenance**, for an additional six (6) months.
 - a. Transportation and Development Director Jeff Metarko presented the request to the Board in detail.
 - b. Chairman Bartlett asked if Ian Bogle was present. He was not in attendance.
 - c. Chairman Bartlett asked if Mr. Bogle was notified. HR Director Ambles confirmed Mr. Bogle was notified by Human Resources.
 - d. Chairman Bartlett asked the Board if there were any questions. None were noted.
 - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

4. Considered request from Transportation and Development Director Jeff Metarko, to extend the probationary period of **Eric Durrah, Transportation and Development/Fleet Maintenance**, for an additional six (6) months.
 - a. Transportation and Development Director Jeff Metarko presented the request to the Board in detail.
 - b. Chairman Bartlett asked if Eric Durrah was present. He was not in attendance.
 - c. Chairman Bartlett asked if Mr. Durrah was notified. HR Director Ambles confirmed Mr. Durrah was notified by Human Resources.
 - d. Chairman Bartlett asked the Board if there were any questions. None were noted.
 - e. Chairman Bartlett called for a motion. Mr. Smith made the motion to approve the request, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

5. Considered request from **Marsha McLain, Finance Administration**, to use sick leave for the care of her sister.
 - a. Chairman Bartlett confirmed the Board had received all documentation.
 - b. Chairman Bartlett asked if Marsha McLain was present. She was in attendance.
 - c. Ms. McLain presented her request to the Board in detail.
 - d. HR Director Ambles explained the sick leave policy to the Board in detail.
 - e. Chairman Bartlett asked the Board if there were any questions. None were noted.
 - f. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Mr. Smith. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - g. Chairman Bartlett wished Ms. McLain well with her sister and a speedy recovery on behalf of the Board.

6. Calendar Call.

- a. **Caroline Brodie (Police Department)** – Suspension appeal filed March 21, 2019, regarding: “One day suspension”. Caroline Brodie withdrew her appeal via email on March 9, 2021. The appeal was removed from the Civil Service Log on March 9, 2021.
- i. Chairman Bartlett asked the Board if there were any questions. None were none.
 - ii. Chairman Bartlett confirmed Caroline Brodie’s appeal had been resolved and removed from the agenda.
 - iii. Police Legal Advisor Kenneth Green stated that as long as HR Director Ambles was satisfied with the employees’ withdrawal it was official and the Board agreed.
 - iv. For the record: HR Director Ambles confirmed Ms. Brodie had submitted her documentation to withdraw her appeal via email.
- b. **Marquitra Key (Juvenile Court)** – Termination appeal filed June 28, 2019, regarding: “Separated notice dated 6/28/19, disciplinary action form dated 6/28/19, and memorandum dated 6/27/19”.
- i. County Attorney Michelle Youngblood advised the Board the County was ready to proceed.
 - ii. Appellant Marquitra Key advised the Board she was present and ready to proceed.
 - iii. Chairman Bartlett confirmed the case would be heard today.

7. (Appeal) - **Marquitra Key (Juvenile Court)** – Termination appeal filed June 28, 2019, regarding: “Separated notice dated 6/28/19, disciplinary action form dated 6/28/19, and memorandum dated 6/27/19”.

- i. Chairman Bartlett questioned if the County was ready to proceed. County Attorney Michelle Youngblood replied in the affirmative.
- ii. Chairman Bartlett questioned Ms. Key if she was ready to proceed. Ms. Key replied in the affirmative.
- iii. County Attorney Youngblood advised the Board Chief Judge Steven Teske would be a recall for this afternoon because of another obligation.
- iv. Chairman Bartlett asked Ms. Key if she had any objections with Chief Judge Teske be a recall. None were noted.

- v. For the record: HR Director Pamela Ambles advised the Board each witness had been given their own gloves to handle the exhibits. All the exhibits had protective sleeves on them.
- vi. Chairman Bartlett asked if there were any motions on behalf of the County.
- vii. County Attorney Youngblood asked the Board who was the timekeeper.
- viii. Chairman Bartlett stated Mr. Smith would be the timekeeper and proceeded to explain the rules and time limits to Ms. Key.
- ix. County Attorney Youngblood confirmed to the Board all the County's witnesses were present.
- x. Ms. Key stated to the Board she had no Appellant witnesses, and she would testify on her behalf.
- xi. Chairman Bartlett asked all witnesses for the County and Ms. Key to stand to be sworn in.
- xii. Civil Service Board Attorney Joe Harris swore in all witnesses present.
- xiii. Chairman Bartlett asked Ms. Key if there was a request for sequestration. Ms. Key replied yes. County Attorney Youngblood had no objections.
- xiv. Chairman Bartlett excused all witnesses until called.
- xv. County Attorney Youngblood presented the County's opening statement to the Board.
- xvi. Marquitra Key presented the Appellant's opening statement to the Board.
- xvii. County Attorney Youngblood called witness Chief Judge Steven Teske to the stand. He stated his name, position, and tenure. County Attorney Youngblood began questioning Chief Judge Teske. Chief Judge Teske responded in detail to all questions posed by County Attorney Youngblood. County Attorney Youngblood mentioned County Exhibits C-5, C-6, and C-16.
- xviii. Ms. Key began cross-examination of Chief Judge Steven Teske. Chief Judge Teske responded in detail to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key making a statement and not asking a question. Chairman Bartlett sustained the objection.

- xix. Ms. Key continued to cross-examine Chief Judge Teske. Chief Judge Teske responded in detail to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key making a statement and not asking a question. Chairman Bartlett sustained the objection. Ms. Key mentioned Appellant Exhibit A-1, page 3.
- xx. Chairman Bartlett explained the procedures of cross-examining the witnesses and making statements to Ms. Key.
- xxi. Ms. Key continued to cross-examine Chief Judge Teske. Chief Judge Teske responded to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key making a statement on timeline issues with her performance review. Chairman Bartlett sustained the objection. Ms. Key mentioned Appellant Exhibits A-1, page 1, and A-5.
- xxii. The Board began questioning Chief Judge Steven Teske. He responded in detail to all questions posed by the Board.
- xxiii. Chairman Bartlett suspended the Board questioning of Chief Judge Teske and would continue his testimony at 1:00 pm. Chairman Bartlett dismissed Chief Judge Teske until this afternoon.
- xxiv. County Attorney Youngblood called witness Judge Bobby Simmons to the stand. He stated his name, position, and tenure. County Attorney Youngblood began questioning Judge Simmons. Judge Simmons responded in detail to all questions posed by County Attorney Youngblood.
- xxv. Ms. Key began cross-examination of Judge Bobby Simmons. Judge Simmons responded in detail to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key making a statement and not asking a question. Chairman Bartlett sustained the objection. Ms. Key mentioned Appellant Exhibit A-6, page 4.
- xxvi. The Board began questioning Judge Bobby Simmons. He responded in detail to all questions posed by the Board. Chairman Bartlett asked the Board if there were any other questions for Judge Simmons. There were none.
- xxvii. County Attorney Youngblood stated she would like to reserve Judge Simmons as a rebuttal witness. Ms. Key had no objections for rebuttal. Chairman Bartlett dismissed Judge Simmons from the witness stand.
- xxviii. [TIME CHECK] The Board advised the County used 1 hour and 1 minute and the Appellant used 1 hour and 20 minutes.

- xxix. County Attorney Youngblood called witness Tara Barfield to the stand. She stated her name, position, and tenure. Attorney Youngblood began questioning Ms. Barfield. Ms. Barfield responded in detail to all questions posed by County Attorney Youngblood. County Attorney Youngblood mentioned County Exhibit C-8.
- xxx. Ms. Key began cross-examination of Ms. Barfield. Ms. Barfield responded in detail to all questions posed by Ms. Key. Ms. Key mentioned County Exhibit C-8. County Attorney Youngblood objected to Ms. Key making a statement and did not asking a question. Chairman Bartlett sustained the objection.
- xxxi. Ms. Key continued to cross-examine Ms. Barfield. Ms. Barfield continued to respond in detail to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key causing speculations. Chairman Bartlett sustained the objection.
- xxxii. Ms. Key continued to cross-examine Ms. Barfield. Ms. Barfield responded in detail to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key answering and asking questions. Chairman Bartlett overruled County Attorney Youngblood's objection.
- xxxiii. The Board began questioning Ms. Barfield. She responded in detail to all questions posed by the Board.
- xxxiv. County Attorney Youngblood asked additional questions of Ms. Barfield. Ms. Barfield responded in detail to all questions posed by County Attorney Youngblood.
- xxxv. Ms. Key asked additional questions of Ms. Barfield. She responded in detail to all questions posed by Ms. Key. Ms. Key mentioned County Exhibit C-9.
- xxxvi. The Board began questioning Ms. Barfield. She responded in detail to all questions posed by the Board.
- xxxvii. County Attorney Youngblood requested to hold Ms. Barfield for rebuttal.
- xxxviii. Ms. Key requested to ask Ms. Barfield another question. Chairman Bartlett objected to allow Ms. Key to question Ms. Barfield.
- xxxix. Chairman Bartlett requested a lunchbreak. Chairman Bartlett called the meeting back in session at 1:34 p.m.
- xl. County Attorney Youngblood called witness Mandy Wood to the stand. She stated her name, position, and tenure. Attorney Youngblood began questioning

Ms. Wood. Ms. Wood responded in detail to all questions posed by County Attorney Youngblood.

- xli. Ms. Key began cross-examination of Ms. Wood. Ms. Wood responded in detail to all questions posed by Ms. Key. Ms. Key mentioned Appellant Exhibits A-1 page 4, A-2 page 1, and A-4.
- xlii. The Board began questioning Ms. Wood. She responded in detail to all questions posed by the Board.
- xliii. County Attorney Youngblood requested to redirect Ms. Wood. Ms. Key had no objections. County Attorney Youngblood questioned Ms. Wood. She responded in detail to all questions posed by County Attorney Youngblood.
- xliv. Ms. Key asked additional questions of Ms. Wood. She responded in detail to all questions posed by Ms. Key. Ms. Key mentioned Appellant Exhibits A-14 and A-17. County Attorney Youngblood objected to Ms. Key stating speculations. Chairman Bartlett sustained the objection.
- xlv. County Attorney Youngblood stated she would like to hold Ms. Wood for a recall. Chairman Bartlett released Ms. Wood and acknowledged she would be recalled.
- xlvi. [TIME CHECK] The Board advised the County had 43 minutes and 14 seconds remaining and Appellant had 37 1/2 minutes remaining.
- xlvii. County Attorney Youngblood called witness Director Anthony Colin Slay to the stand. He stated his name, position, and tenure. Attorney Youngblood began questioning Director Slay. Director Slay responded in detail to all questions posed by County Attorney Youngblood. County Attorney Youngblood mentioned County Exhibits C-4, C-5, C-6, C-8, C-10, C-11, C-13, C-13 page 2, and C-17.
- xlviii. Ms. Key began cross-examination of Director Slay. Director Slay responded in detail to all questions posed by Ms. Key. County Attorney Youngblood objected to Ms. Key making a statement. Chairman Bartlett sustained the objection. Ms. Key mentioned County Exhibits C-4 and C-5.
- xlix. The Board began questioning Director Anthony Colin Slay. He responded in detail to all questions posed by the Board. Chairman Bartlett dismissed Director Slay from the witness stand.
- l. Chairman Bartlett called for a break. Vice-Chair Lancaster made a motion to approve a ten-minute break, second by Mr. Smith. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

- li. Chairman Bartlett called the meeting back in session at 4:35 p.m.
 - lii. Matter of Record: Chairman Bartlett confirmed Ms. Key's hearing would be continued until April 12, 2021 at 12:00 noon.
 - liii. [TIMED CHECK] The Board advised the County had 23 minutes and 8 seconds remaining and Appellant had 32 minutes and 54 seconds remaining.
8. Discussion items.
- a. Pension Matter – Request to use Annual Leave
 - i. For the record: HR Director Pamela Ambles stated the employee with the pension matter issue was Richard Moen.
 - ii. HR Director Ambles presented the request to the Board in detail. HR Director Ambles mentioned the three Civil Service Rules at play are 5.411 (Payment of Accrued and Unused Annual Leave), 5.407 (Annual Leave Accumulation), and 7.202(f) (Provisional Appointment).
 - iii. The Board questioned HR Director Ambles and Pension Manager Kerri Hathaway. HR Director Ambles and Pension Manager Hathaway responded in detail to the Board.
 - iv. Chairman Bartlett called for a motion. Dr. Jackson made the motion to deny the request to transfer vacation hours to reserve hours, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - b. Civil Service Board – Meeting Frequency.
 - i. HR Director Pamela Ambles presented the Civil Service Board's meeting frequencies to the Board.
 - ii. The Board stated their recommendations on how frequently they would like to have the Civil Service Board meetings, tentatively starting in May.
 - iii. Chairman Bartlett called for a motion. Mr. Smith made the motion for the special called meetings would be held immediately after the regular called meeting and the Wednesday and Thursday immediately preceding the regular meeting, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - c. Confirm meeting date(s) for April 2021.
 - i. Special Called Meeting set for April 12, 2021 at 12:00 noon.
 - ii. Regular Called Meeting set for April 28, 2021 at 9:00 a.m.

- d. Upcoming cases for April 2021.
 - i. Robin Stinnett (Superior Court)
 - ii. Colucci Myers (Probate Court)
 - iii. Colin Dube (Library)
 - iv. Michael Watts (Police)


FOR THE RECORD: Civil Service Board Attorney Joe Harris announced he would be retiring and closing his practice. He stated he would stay onboard until a replacement was found.

- 9. Executive Session (as needed).
 - a. None were needed.
- 10. Other business.
 - a. Chairman Bartlett suggested the Board would like to be involved in the process of hiring the Civil Service Board Attorney.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Smith made the motion to adjourn, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR