

CIVIL SERVICE BOARD MEETING

FEBRUARY 24, 2021

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

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

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; Warden Dennis Nelson; Interim Superior and State Court Administrator Will Simmons; Quinette Freeman; 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 24, 2021, agenda. Dr. Jackson made the motion to approve the agenda, second by Vice-Chair Lancaster. 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 January 20, 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 for approval the Civil Service Board's Meeting Minutes for January 27, 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).
3. Considered request from **Venus Boon (Information Technology)**, for annual leave donation. (Civil Service Board was polled and approved February 2, 2021 by Bartlett, Smith, Jackson, Phillips-Hall, and Lancaster).
 - a. Chairman Bartlett advised the Board would vote on the record.

- b. 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 (5-0).
4. Considered request from Warden Dennis Nelson, for annual leave donation for **Code Enforcement Officer I John Lewis, Corrections/Prison**. (Civil Service Board was polled and approved February 2, 2021 by Bartlett, Smith, Jackson, Phillips-Hall, and Lancaster).
 - a. Chairman Bartlett advised the Board would vote on the record.
 - b. Chairman Bartlett called for a motion. Mr. Smith made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
5. Considered request from Interim Superior and State Court Administrator Will Simmons, to extend the probationary period of **Quinette Freeman, Superior Court**, for an additional six (6) months.
 - a. Interim Superior and State Court Administrator Will Simmons presented the request to the Board in detail.
 - b. Chairman Bartlett asked the Board if there were any questions for Mr. Simmons. None was noted.
 - c. Quinette Freeman was in attendance. Ms. Freeman had no questions or concerns for the Board.
 - d. Chairman Bartlett called for a motion. Vice-Chair Lancaster 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).
6. Considered request from Chief of Police Kevin Roberts, to extend the probationary period of **Police Officer Danielle Brown, Police Department**, for an additional six (6) months until September 21, 2021.
 - a. Police Legal Advisor Kenneth Green presented the request to the Board in detail.
 - b. Chairman Bartlett asked the Board if there were any questions for Mr. Green. None was noted.
 - c. Officer Patricia Brown was not in attendance.
 - d. Chairman Bartlett called for a motion. Vice-Chair Lancaster 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).
7. Considered request from **Officer Joshua Baggett, Police Department**, for annual leave donation. (Civil Service Board was polled and approved February 8, 2021 by Bartlett, Smith, Jackson, Phillips-Hall, and Lancaster).
 - a. Chairman Bartlett advised the Board would vote on the record.

- b. Chairman Bartlett called for a motion. Vice-Chair Lancaster 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).
- c. Police Legal Advisor Kenneth Green advised the Board Officer Joshua Baggett had passed.
- d. Chairman Bartlett asked Mr. Green to pass his condolences to the family and Police Chief Kevin Roberts on behalf of the Board.

8. Calendar Call – Case Evaluations.

On the Record: HR Director Pamela Ambles stated the Evaluation Form is an internal administrative process that HR had implemented in order to help the Civil Service Board to better manage the environment.

- a. **Caroline Brodie (Police Department)** – Suspension appeal filed March 21, 2019, regarding: “One day suspension”.
 - i. HR Director Ambles stated Human Resources had not heard from Caroline Brodie. Human Resources will resend the Case Evaluation Form to her.
 - ii. HR Director Ambles stated Ms. Brodie is still employed with Clayton County.
- 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. HR Director Ambles stated Human Resources recommended for the Board’s consideration to move forward with Marquitra Key’s case for March’s meeting.
 - ii. HR Director Ambles stated Ms. Key had nine (9) witnesses.
 - iii. HR Director Ambles stated Ms. Key was not represented by counsel.
 - iv. HR Director Ambles stated Ms. Key had no concerns with an in-person hearing.
- c. **Robin Stinnett (Superior Court)** – Termination appeal filed October 21, 2019, regarding: “Please see attached – Termination of employment”.
 - i. HR Director Ambles stated Robin Stinnett was represented by Attorney Keith Martin, in which Human Resources would only communicate via Attorney Martin.
 - ii. HR Director Ambles recommended for the Board’s consideration to move forward with Robin Stinnett’s case for March’s meeting.
 - iii. HR Director Ambles stated Attorney Martin had eight (8) witnesses he would call.


- iv. HR Director Ambles stated Attorney Martin had no concerns about other appellants on the case log. Attorney Martin also had no concerns with HR's administrative process.
- d. **Brittani Williams (Sheriff's Office)** – Termination appeal filed July 1, 2019, regarding: “Reasonable accommodation due to my PTSD and degenerative disc issue and what was the reasoning behind the other sanctions against that was added after I was put on leave without pay 6/21/19”.
- i. HR Director Ambles stated Human Resources had not heard from Brittani Williams.
 - ii. HR Director Ambles stated Ms. William had an EEOC case pending.
 - iii. HR Director Ambles stated because of the EEOC pending case, we may have to engage with the Hearing Officer.
- e. **Desmond Coleman (Sheriff's Office)** – Termination appeal filed January 9, 2019 regarding: “My termination of employment from the Clayton County Sheriff's Office on January 8, 2019”.
- i. HR Director Ambles stated Desmond Coleman's case would more than likely be handled by the Hearing Officer.
 - ii. Chairman Bartlett asked HR Director Ambles, why was the County determining Brittani Williams' and Desmond Coleman's cases to be heard by the Hearing Officers.
 - iii. HR Director stated Sheriff Victor Hill raised concerns about the Board recusing themselves from any cases, it would trigger the need to move forward with a Hearing Officer.
 - iv. County Attorney Michelle Youngblood agreed with HR Director Ambles' statement.
 - v. The Board continued to asked HR Director Ambles questions. HR Director Ambles responded in detail.
9. Discussion items.
- a. Confirmed meeting date(s) for March 2021.
 - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, March 24, 2021 in person and via Zoom Video Conference.
 - b. Upcoming cases for February 24, 2021.
 - i. Caroline Brodie, Police Department at 9:00 am.
 - ii. Marquitra Key, Juvenile Court at 1:00 pm.

- c. Rule 11 – Revisions to align with Resolution 2020-91.
 - i. HR Director Ambles presented Rule 11 – Appeals and Employee Grievances revisions to the Board in detail.
 - ii. The Board questioned HR Director Ambles. HR Director Ambles responded in detail.
 - iii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the revisions, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - d. Appendix A – 2021 Police Department Promotional Procedures.
 - i. Police Department Legal Advisor Kenneth Green presented the Police Department’s Promotional Procedures to the Board in detail.
 - ii. The Board questioned Police Department Legal Advisor Green. Police Department Legal Advisor Green responded in detail.
 - iii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the amendments, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
7. Executive Session (as needed).
- i. Chairman Bartlett confirmed no Executive Session was needed for today’s meeting.
8. Other business.
- a. None noted.

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 (5-0).

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR