

CIVIL SERVICE BOARD MEETING

APRIL 26, 2023

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, April 26, 2023, in-person and virtually via Zoom Video Communications.

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

Members absent: None

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Fred Zimmerman; County Attorney Michelle Youngblood; Police Legal Advisor Kenneth Green; Communications Administrator Valerie Fuller; Probate Court Judge Pamela Ferguson; Chief Deputy Clerk Kandace Copemann; Deputy Court Clerk Sonya Brown-Hood; Elections and Registration Director Shauna Dozier; Omari Jones; Victoria Montford; Nakia Rivers; employees from County departments; and other individuals.

Chairman Smith called the meeting to order at 9:06 a.m.

Chairman Smith called for a motion to adopt the agenda for April 26, 2023. Vice-Chair Jackson made the motion to approve the agenda with the exception to remove item #4, Property Tax Technician Kimberle Windley leave of absence and sick leave request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

Chairman Smith called for a motion to approve the amended agenda for April 26, 2023. Vice-Chair Jackson made the motion to approve the amended agenda, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

1. Considered for approval the Civil Service Board's Minutes for March 22, 2023.
 - a. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to approve the Minutes, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
2. Considered request from Office Manager Loqueta Edwards on behalf of Tax Commissioner Danielle Smith for Leave of Absence and to use sick leave for ***Property Tax Technician Kimberle Windley*** from March 30, 2023 through April 23, 2023. (Civil

Service Board was polled and approved March 29, 2023 by Smith, Jackson, Lancaster, Phillips-Hall, and Watkins)

- a. Chairman Smith confirmed this request was removed from the Civil Service Board's agenda due to Ms. Windley's resignation on April 18, 2023.
3. Considered request from Elections and Registration Director Shauna Dozier to extend the probationary period of *Registrations Assistant Grace Griffin-Hughey, Elections and Registration*, for six (6) months from April 22, 2023 to October 22, 2023.
 - a. Elections Director Shauna Dozier presented the request in detail to the Board.
 - b. Chairman Smith asked if Ms. Griffin-Hughey was present. She was not in attendance.
 - c. Human Resources Director Pamela Ambles stated Ms. Griffin-Hughey was properly notified.
 - d. Chairman Smith asked the Board if there were any questions for Director Dozier. There were none.
 - e. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to approve the request, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 4. Considered request from *Deputy Court Clerk Sonya Brown-Hood, Clerk of Superior Court*, for annual leave donations beginning on August 3, 2023.
 - a. Deputy Court Clerk Sonya Brown-Hood presented the request in detail to the Board.
 - b. Human Resources Director Pamela Ambles confirmed to the Board that this request falls within the guidelines.
 - c. Chief of Deputy Clerk Kandace Copemann confirmed to the Board that she is in support of the request.
 - d. Chairman Smith called for a motion. Vice-Chair 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).
 5. Considered request from Probate Court Judge Pamela Ferguson to extend the probationary period of *Fiduciary Clerk Keisha Denise Ward, Probate Court*, for an additional three (3) months until July 31, 2023.
 - a. Probate Court Judge Pamela Ferguson presented the request in detail to the Board.
 - b. Chairman Smith asked if Ms. Ward was present. She was not in attendance.
 - c. Human Resources Director Pamela Ambles stated Ms. Ward was properly notified.
 - d. Chairman Smith asked the Board if there were any questions for Judge Ferguson. There were none.
 - e. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to approve the request, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

6. Other business.
 - a. Manager Basic Skills and Management Professional Development Certificate
 - i. Civil Service Board announced *Omari Jones, Parks and Recreation*, received a certificate for completing the Manager Basic Skills and Management Professional Development Program.
 - b. Employee Professional Development Certificate
 - i. Civil Service Board announced *Victoria Montford, Information Technology*, received a certificate for completing the Employee Professional Development Program.
 - ii. Civil Service Board announced *Nakia Rivers, Information Technology*, received a certificate for completing the Employee Professional Development Program.
7. Calendar Call.
 - a. **Caroline Brodie (Police Department)** – Termination appeal filed July 25, 2022, regarding: “Dismissal/Termination”. Resolution/Withdrawal is pending per the request from County Attorney Michelle Youngblood and Appellant Attorney Jacob Weldon. The continuance request was granted April 17, 2023.
 - i. County Attorney Michelle Youngblood and Human Resources Director Pamela Ambles confirmed to the Board that all documents have been received. The appeal would be removed from the Civil Service Board’s Log.
 - b. **Fatima Khatib (Police Department)** – 15 Days Suspension filed August 3, 2022 regarding: “Suspension for 15 days for being a victim of a domestic violence incident”. A resolution has been resolved between the County and the Appellant. The appeal has been removed from the Civil Service Board’s Log.
 - i. Chairman Smith confirmed the appeal has been removed from the Civil Service Board’s Log.
 - c. **Robbin Fleming (Police Department)** – Suspension appeal filed April 16, 2021 regarding: “The disciplinary action taken against Officer Fleming on March 30, 2021 resulting in a 3-day unpaid suspension. The disciplinary action notice cited an alleged violation of Clayton County Civil Service Rule 9.206(k).” County Attorney Michelle Youngblood requested a continuance April 7, 2023. The request was granted April 7, 2023.

- i. Chairman Smith confirmed County Attorney Michelle Youngblood's continuance request was granted on April 7, 2023.
- d. **Scott Haeberlin (Community Development)** – Grievance filed December 16, 2022 regarding: “2022 Performance Review and Performance Improvement Plan” and Grievance filed January 19, 2022 regarding: “2021 Performance Review. See attached 2021 Performance Review and email regarding the supervisor not following the Clayton County approved performance process”. Scott Haeberlin requested both grievances to be removed from the Civil Service Board's Agenda via email on March 31, 2023. The request was granted March 31, 2023.
 - i. Chairman Smith confirmed both grievances will be removed from the Civil Service Board's Agenda.
- e. **Nicholas Deaton (Police Department)** – Demotion appeal filed January 12, 2023 regarding: “Demotion”. County Attorney Michelle Youngblood requested a continuance on April 7, 2023. The request was granted April 7, 2023.
 - i. Chairman Smith confirmed County Attorney Michelle Youngblood's continuance request was granted on April 7, 2023.
- 8. Discussion items.
 - a. Confirmed meeting date(s) for May 2023.
 - i. Human Resources Director Pamela Ambles confirmed the next Regular Called Meeting would be May 24, 2023 at 9:00 a.m.
 - ii. Human Resources Director announced there will be no need for a Special Called Meeting.
 - b. Upcoming cases for May 24, 2023.
 - i. Robbin Fleming (Police Department) – Suspension – Reset all Deadlines
 - ii. Nicholas Deaton (Police Department) – Demotion – Reset all Deadlines
 - iii. Betty Hardy (Sheriff's Office) – Termination – All Deadlines
 - iv. Kenyota Rountree (Sheriff's Office) – Termination – All Deadlines
 - v. Ingrid Philbert (Sheriff's Office) – Termination – All Deadlines
 - vi. Tavisa Thomas (Sheriff's Office) – Termination – All Deadlines
 - vii. Royteshia Venisee (Sheriff's Office) – Termination – All Deadlines
 - viii. Desmond Coleman (Sheriff's Office) – Termination – All Deadlines
 - ix. Daniella Williams (Sheriff's Office) – Termination – All Deadlines
 - x. Tavares Daniels (Sheriff's Office) – Termination – All Deadlines
 - xi. Human Resources Director Pamela Ambles stated the deadlines for May 24, 2023 Civil Service Board meeting would be: Witness List (May 5th), Exhibits (May 10th), and Continuance Request (May 15th).

- c. Leave without pay updates for Marketing and Communications Superintendent Susan Butler.
 - i. Human Resources Director Pamela Ambles explained in detail the Civil Service Rules 5.458, 5.459, 5.460, 9.206(a), and 9.206(e) to the Board which are applicable to Ms. Butler's situation.
 - ii. The Board began questioning Communications Administrator Valerie Fuller. She responded in detail to all questions posed by the Board.
 - iii. **For the Record:** Ms. Fuller informed the Board she is not allowed to answer any legal questions pertaining to Ms. Butler's legal situation.
 - iv. Human Resources Director Ambles explained to the Board in detail Ms. Butler's administrative leave without pay timeline.
 - v. The Board began questioning Human Resources Director Pamela Ambles. She responded in detail to all questions posed by the Board.
 - vi. Vice-Chair Jackson made a motion to not extend the administrative leave without pay beyond April 28, 2023, second by Chairman Smith. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - vii. Human Resources Director Pamela Ambles commended Communications Administrator Valerie Fuller and Human Resources for focusing on trying to give the employee the benefit of doubt and having the best interest of all parties involved.

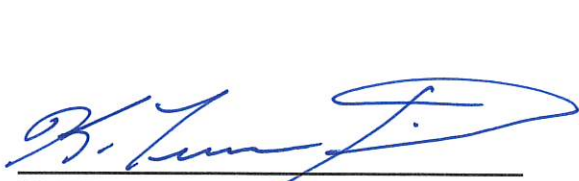
- d. Leave without pay in lieu of personal holiday/sick leave for Police Detective Michael Swanda. (Civil Service Board approved LWOP at the March 22, 2023 meeting)
 - i. Human Resources Director Pamela Ambles explained in detail Detective Swanda's Leave Without Pay request (Civil Service Rule 5.442) to the Board.
 - ii. Chairman Smith called for a motion. Dr. Jackson made the motion to deny the request, second by Ms. Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

- 9. Executive Session (as needed).
 - a. None needed.

- 10. Other business.
 - a. There were none.

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

Meeting adjourned.



**K. TERRANCE SMITH
CHAIRMAN**



**PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR**