

CIVIL SERVICE BOARD MEETING

AUGUST 23, 2023

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, August 23, 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; Deputy Chief Financial Officer Kim Booth; Deputy Chief Child Welfare Annell Hudson; employees from County departments; and other individuals.

Chairman Smith called the meeting to order at 9:03 a.m.

Chairman Smith called for a motion to adopt the agenda for August 23, 2023. Ms. Lancaster made the motion to approve the agenda with the exception to add item 3a – Cora Butler (Finance) for probationary extension, second by Vice-Chair Jackson. 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 August 23, 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 July 26, 2023.
 - a. Chairman Smith called for a motion. Vice-Chair Jackson made the motion to approve the Minutes, second by Ms. Watkins. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
2. Considered request from Interim Chief Financial Officer Stacey Merritt to extend the probationary period of ***Mail Clerk Cora Butler, Finance*** for an additional six (6) months until February 19, 2024.
 - a. On behalf of Interim Chief Financial Officer Stacey Merritt, Deputy Chief Financial Officer Kim Booth presented the request in detail to the Board.

- b. The Board had questions for Ms. Booth. Ms. Booth responded in detail to all questions posed by the Board.
 - c. 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).
3. Other business.
- a. Manager Basic Skills and Management Professional Development Program
 - i. Civil Service Board announced *Deputy Chief Child Welfare Annell Hudson, Juvenile Court* received two certificates for completing the Manager Basic Skills and the Management Professional Development Program.
4. Calendar Call.
- a. **Grace Taylor (Sheriff's Office)** -- Demotion appeal filed on April 30, 2018 regarding: "Demoted". Due to unforeseen events, this case will not be heard at this time.
 - i. Human Resources Director Pamela Ambles announced that the Board of Commissioners has approved Counsel Anita Thomas to assume the Sheriff's Office pending cases.
 - ii. Human Resources Director Pamela Ambles stated that no Sheriff cases would be heard in September as to Counsel Anita Thomas would have the opportunity to get acclimated with the process and procedures of hearings.
 - iii. **Discussion:** The Board and Human Resources Director Pamela Ambles expressed their concerns and comments regarding the cases being delayed and the timeframe when Counsel Anita Thomas would come aboard.
 - iv. The Board had questions for Human Resources Director Pamela Ambles. Director Ambles responded in detail to all questions posed by the Board.
 - v. County Attorney Michelle Youngblood explained in detail to the Board as to why the Sheriff's cases that were previously scheduled for this month were continued.
5. Discussion items.
- a. Appendix A – Police Promotional Procedures
 - i. Human Resources Director Pamela Ambles in collaboration with Police Legal Advisor Kenneth Green presented the Police Promotional Process (referencing promoting within the Qualified List to fill vacant position) in detail to the Board.

- ii. Police Legal Advisor Kenneth Green confirmed to the Board he would have the new language changed for Appendix A at the next Civil Service Board's meeting.
 - iii. The Board had comments and questions for Human Resources Director Pamela Ambles. Director Ambles responded in detail to all questions posed by the Board.
- b. Confirmed meeting date(s) for September 2023.
- i. Human Resources Director Pamela Ambles confirmed the next Regular Called Meeting would be September 27, 2023 at 9:00 a.m.
 - ii. The Board confirmed there would be no need for a Special Called Meeting.
- c. Upcoming cases for September 27, 2023.
- i. Nicholas Deaton (Police Department) – Demotion – All Deadline
 - ii. Brian Godboldt (Police Department) – Grievance – All Deadline
 - iii. Kyle Sherrit (Fire Department) – Grievance – All Deadlines
 - iv. George Murphy (Corrections) – Grievance – All Deadlines
 - v. Human Resources Director Pamela Ambles stated the deadlines for September 27, 2023 Civil Service Board Meeting would be: Witness List (September 8th), Exhibits (September 13th), and Continuance Request (September 18th).
 - vi. Human Resources Director Pamela Ambles announced that twenty-two (22) Sheriff's cases had to be rescheduled to include the Hearing Officer Conflict Hearings, Civil Service Board's Hearings, and Hearing Officer's Hearings due to unexpected situations.

Human Resources Director Pamela Ambles announced she would like to thank the former and present Civil Service Board members for not giving up on her and appreciate the opportunity to serve as the Human Resources Director of Clayton County.

- 6. Executive Session (as needed).
 - a. None needed.
- 7. 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. Lancaster. 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**