

REGULAR CALLED CIVIL SERVICE BOARD AGENDA



April 26, 2023

9:00 AM

1. Call meeting to order.
2. Adopt Agenda for this meeting.
3. Consider for approval the Civil Service Board's Meeting Minutes held on March 22, 2023.
4. Consider 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)
5. Consider request from Elections and Registration Director Shauna Dozier to extend the probationary period of **Registrations Assistant Grace Griffin-Hughey (Elections & Registration)** for six (6) months from April 22, 2023 to October 22, 2023.
6. Consider request from **Deputy Court Clerk Sonya Brown-Hood (Clerk of Superior Court)** for annual leave donations beginning on August 3, 2023.
7. Consider 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
8. Other business.
 - a. Manager Basic Skills and Management Professional Development Certificate
 - Omari Jones – Parks and Recreation
 - b. Employee Professional Development Certificate
 - Victoria Montford – Information Technology
 - Nakia Rivers - Information Technology

9. Calendar Call.
 - a. **Caroline Brodie (Police Department)** – Termination filed July 25, 2022 regarding: “Dismissal/Terminated”. 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.
 - 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. This 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 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 on April 7, 2023. The request was granted 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, 2021. The request was granted March 31, 2023.
 - 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
10. Discussion item(s).
 - a. Confirm meeting date(s) for May 2023
 - b. Upcoming cases for May 2023
 - c. Leave without pay updates for Marketing and Communications Superintendent Susan Butler
 - d. Leave without pay in lieu of personal holiday/sick leave for Police Detective Michael Swanda (Civil Service Board approved LWOP at its March 22, 2022 meeting)
11. Executive Session (*as needed*).
12. Adjournment.