

CIVIL SERVICE BOARD MEETING POST SUMMARY



March 5, 2014

Members Present: **Larry A. Bartlett, Chairman
Lori Favre, Member
Gbenga Osagie, Member
J. Mark Trimble, Member**

Member Absent: **Troyce Lancaster, Vice-Chair**

Others Present: **Human Resources Director Renee Bright and staff;
Civil Service Board Attorney Joe Harris; County
Attorney Michelle Youngblood-Terry; Police
Department Legal Advisor Kenneth Green; Assistant
Chief Deputy Shawn Southerland; Attorney Keith
Martin; Ahmed Handfield; Kimberle Windley; various
employees from County departments; and other
individuals.**

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1. The meeting was called to order at 9:11 a.m.
 2. The Agenda was adopted with amendments.
 3. The Civil Service Board's minutes for February 4, 2014, were approved.
 4. The Civil Service Board's minutes for February 5, 2014, were approved.
 5. The Civil Service Board's Executive Session Minutes for the Lutisha L. Smith, Police Department/Animal Control, termination appeal heard on February 5, 2014, were approved.
 6. The Civil Service Board's Decision regarding Lutisha L. Smith, Police Department/Animal Control, termination appeal heard on February 5, 2014, was approved.

7. The Civil Service Board's Executive Session Minutes for the Christopher Bass, Corrections Department/Prison, termination appeal heard on February 5, 2014, were approved.
8. The Civil Service Board's Decision regarding Christopher Bass, Corrections Department/Prison, termination appeal heard on February 5, 2014, was approved.
9. The Civil Service Board's Decision regarding Michael Grant, Fire & Emergency Services, demotion appeal called on February 4 and 5, 2014, was approved.
10. The Civil Service Board's Decision regarding Irma Monroe, Parks & Recreation/Virginia Gray Recreation Center, suspension and demotion appeals called on February 4 and 5, 2014, was approved.
11. Chairman Bartlett presented the following training certificates:
 - a. **Employee Professional**
 - i. Charwyna Byrd - District Attorney/Child Support
 - ii. Mylisha Adams - Juvenile Court
 - iii. Amanda Gilbert - Juvenile Court
 - iv. Taaron Savannah Stanton - Juvenile Court
 - v. Melanie Hall - Parks and Recreation
 - vi. Briana Yelverton - Parks and Recreation
 - vii. Latoya Lettsome - Police Department
 - viii. Patricia Straight - Tax Commissioner
 - ix. Tina Brownlee - Transportation and Development
 - b. **Manager Basic**
 - i. Keisha Johnson - Juvenile Court
 - c. **Manager Professional**
 - i. Keisha Johnson - Juvenile Court

12. The request from Cheryl C. Livingston, Sheriff's Office, for annual leave donations was approved.
13. The request from Ashley Adams, E911/Communications, for annual leave donations was approved.
14. The request from Betty Nelms, Superior Court, to use sick leave in lieu of annual leave was approved.
15. The request from Jennifer Dutcher, Human Resources, to reverse 40 hours of annual leave used to sick leave was approved.
16. Consider the changes to the Civil Service Board's Policy on Continuances.
 - a. The Board voted to continue until the April board meeting.
17. Calendar Call.
 - a. ***Ahmed Handfield (Sheriff's Office)*** - Termination Appeal
 - i. Appellant - Mr. Handfield was present and ready to proceed.
 - ii. County - Attorney Michelle Youngblood-Terry was present and ready to proceed.
 - b. ***Kimberle Windley (Sheriff's Office)*** - Termination Appeal
 - i. County - Attorney Terry was present and ready to proceed.
 - ii. Chairman Bartlett confirmed Attorney Keith Martin and his client were dismissed until 1:30 p.m., today (March 5, 2014).
 - c. ***Scott Smith (Sheriff's Office)*** - Termination Appeal
 - i. Chairman Bartlett confirmed appeal hearing was continued to April's board meeting.
18. Chairman Bartlett recognized Human Resources' intern, Martina Simmons.

19. **Appeal** - Considered appeal that was filed on August 31, 2011, by Ahmed K. Handfield, Sheriff's Office, with regards to: Termination from the Sheriff's Dept.
 - a. The board voted unanimously to uphold the department's decision to terminate.
20. **Appeal** - Considered appeal that was filed on August 31, 2011, by Kimberle Windley, Sheriff's Office, with regards to: Rules and regulation violation, conduct unbecoming, truthfulness, and attendance (Termination).
 - a. The board voted to continue the appeal hearing until the April board meeting.
21. Discussion items.
 - a. Selected a second meeting date for April 2014.
 - i. The Board selected Tuesday, April 1, 2014, as its Special Called Meeting date and Wednesday, April 2, 2014, as its Regular Called Meeting date.
22. Other business.
 - a. There was no other business.
23. The meeting was adjourned.