

REGULAR CALLED CIVIL SERVICE BOARD MEETING

MAY 6, 2015

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, May 6, 2015, in the Commissioners' Board Room.

Members present: Larry Bartlett, Chairman
 Troyce B. Lancaster, Vice-Chair
 Virginia Phillips-Hall, Member
 Dr. Cephus Jackson, Member
 J. Mark Trimble, Member

Also present: Human Resources Manager Tamara Duggans and staff; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Chief of Staff/Magistrate Court Dionne Dixon; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:10 a.m.

Chairman Bartlett called for a motion to adopt the agenda. Mr. Trimble made the motion, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1. Considered for approval the Civil Service Board's Meeting Minutes held on April 1, 2015.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.

2. Considered for approval the Civil Service Board's Executive Session minutes regarding the Michael Brayton, Benjamin Hernandez and Richard Meehan, Police Department, held on April 1, 2015.
 - 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.

3. Considered for approval the Civil Service Board's Executive Session minutes regarding the Barry O. Cauthen, Sheriff's Office, termination appeal heard on April 1, 2015.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the minutes, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.
4. Considered for approval the Civil Service Board's Decision regarding the Barry O. Cauthen, Sheriff's Office, termination appeal.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the minutes, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.
5. Considered request from Valencia Y. Dillon, Magistrate Court, for use of sick leave for care of parent.
 - a. Chief of Staff Dionne Dixon addressed the Board and stated the department was not opposed to the request.
 - b. Chairman Bartlett explained that the request was outside of the Civil Service.
 - c. Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
 - d. The Board wished Ms. Dillon the best.
6. Considered the request from Julie Hancock, IT Department, to release sick leave hours from sick leave reserve.
 - a. Chairman Bartlett explained the use of sick leave in detail and requested the 160 hours be taken from sick leave reserve and replaced in Ms. Hancock's annual leave bank and that 520 hours be released in 80-hour increments (this would keep Ms. Hancock from having to come before the Board requesting the release of additional hours).
 - b. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request as amended by Chairman Bartlett, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.

7. Considered request from Vickie Ramsey, Finance Department, for annual leave donations.
 - a. Chairman Bartlett asked if there was a representative from the Finance Department. No one was in attendance.
 - b. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.

8. Considered request from Police Chief Gregory Porter to extend the provisional appointment of the following for an additional 180 days: Erin Sawyer, Tunisha Billups and Joe Mack Eckler (provisionally appointed to Sergeant) and Eric Arroyo and William Lytton (provisionally appointed to Lieutenant).
 - a. Police Legal Advisor Kenneth Green presented the request in detail.
 - b. A discussion between Mr. Green and the Board occurred.
 - c. Chairman Bartlett asked the Board if they would like to vote separately on each individual or together. All agreed to keep the request together.
 - d. Chairman Bartlett called for a motion regarding Police Chief Gregory Porter's request. Mr. Trimble made the motion to approve the request, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.

9. Calendar Call.
 - a. **Terry Lee, Sheriff's Office** – Termination Appeal filed February 23, 2012. Attorney Keith Martin's request for continuance due to court conflicts was granted.
 - i. Chairman Bartlett questioned County Attorney Michelle Youngblood.
 - ii. Attorney Youngblood responded that a settlement agreement was given to Attorney Martin, but it had not been signed.
 - iii. Chairman Bartlett noted that neither Attorney Martin nor Terry Lee were present and that this matter should move forward and placed on the June agenda.

- b. **Enrique St. Louis, Sheriff's Office** – Termination Appeal filed June 4, 2012. Attorney Thomas Florio's request for continuance due to court conflict was granted.
 - i. Chairman Bartlett mentioned an email sent to Ms. Jeffers from Attorney Florio taking exception to a continuance being granted when one was not requested (since this would affect the Appellant's back-pay if the appeal is ruled in his or her favor). **Note:** County had requested a continuance due to the unavailability of one of its witnesses.
 - ii. A discussion between the Board and its attorney, Joe Harris, occurred regarding a new policy regarding this matter.
 - iii. The Board agreed to enact a policy whereby if both parties have requested a continuance prior to the deadline, neither side will be charged (held liable).
 - iv. Chairman Bartlett made the motion that should both parties put in a continuance request, it would not be held against either side (namely, the appellant), second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.
 - v. Chairman Bartlett instructed Ms. Jeffers to email Attorney Florio that the continuance request would not be held against the Appellant.
- c. **Ronnie B. Wyatt, Sheriff's Office** – Termination Appeal filed June 8, 2012. Attorney Keith Martin's request for continuance due to court conflicts was granted.
 - i. Chairman Bartlett stated the same witness that was unavailable for the County in the Terry Lee matter was the same for this matter.
 - ii. Chairman Bartlett instructed Ms. Jeffers to email Attorney Martin that the continuance request would not be held against the Appellant.

10. Discussion items.

- a. Selected meeting date(s) for June 2015.
 - i. The Board agreed to meet June 3, 2015, as its Regular Meeting.

11. Other business.

a. Board meeting date for July 2015.

i. The Board agreed to keep the Regular Meeting date on Wednesday, July 1, 2015.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made the motion to adjourn, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

Meeting adjourned.


LARRY A. BARTLETT
CHAIRMAN


RENEE BRIGHT
HUMAN RESOURCES DIRECTOR