

CIVIL SERVICE BOARD MEETING POST SUMMARY



January 6, 2016

Members Present: **Larry A. Bartlett, Chairman
Virginia Phillips-Hall, Member
Troyce Lancaster, Vice-Chair
J. Mark Trimble, Member**

Member Absent: **Dr. Cephus Jackson, Member**

Others Present: **Human Resources Director Renee Bright and staff; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; Transportation and Development Director Jeffrey Metarko; Judge Pamela Ferguson; District Attorney Tracy Lawson; Attorney Keith Martin; IT Assistant Director Jason Brookins; County Attorney Michelle Youngblood; Human Resources Officer Pamela Ambles; Human Resources Manager Tamara Duggans; Cyd Cox; Richard Fryza; Elizabeth Kite; various employees from County departments; and other individuals.**

-
1. The meeting was called to order at 9:06 a.m.
 2. The Board adopted the agenda with the following addition: Item 2A – election of Chair and Vice-Chair and Item 7B - additional requests for extension of probations by the Police Department.
 3. The Board elected Larry Bartlett as Chair and Troyce Lancaster as Vice-Chair.
 4. The Civil Service Board’s Meeting Minutes held on December 2, 2015, was approved.
 5. The Executive Session Minutes regarding **Alan Smithwick, Police Department**, termination appeal heard on December 2, 2015, was approved.
 6. The Civil Service Board’s Decision regarding **Alan Smithwick, Police Department**, termination appeal was approved.
 7. Request from Judge Pamela Ferguson to extend the probationary period of **Elizabeth Kite, Probate Court**, until August 1, 2016, was approved.

8. Request from Police Chief Michael Register to extend the provisional appointments of the following, for another 180 days or until new promotional lists are certified: **Glen King and Anthony Thomas** (*provisionally appointed to Sergeant*) and **Jodi Turnipseed** (*provisionally appointed to Lieutenant*) was approved.
9. Request from Police Chief Michael Register to extend the probationary period of Michelle Alston for six months (until July 27, 2016) was approved.
10. Request from Police Chief Michael Register to extend the probationary period of John Thomas for six months (until June 4, 2016) was modified by Police Department Legal Advisor Ken Green from six months to one month. The modified request was approved.
11. Calendar Call.
 - a. **Cyd Cox (Information Technology)** – Appeal filed May 29, 2013, regarding: Termination.
 - i. Attorney Amil Johnson presented the County’s continuance request in detail.
 - ii. Attorney Keith Martin advised he had no objections but that Ms. Cox would be medically unavailable for the month of February.
 - iii. The appeal filed by Ms. Cox would be continued to the March calendar.
 - b. **Charwyna Byrd (District Attorney/Child Support Enforcement)** – Grievance filed July 8, 2014, regarding: “General Counseling Form received on June 10, 2014, for insubordination and subsequent amendment received on June 16, 2014”.
 - i. District Attorney Tracy Lawson and Charwyna Byrd were present and ready to proceed.
 - ii. The Board heard Ms. Byrd’s grievance and voted to deny her request to remove all documentation regarding Counseling Form dated June 10 and 16, 2014.
 - c. **Richard Fryza (Transportation and Development)** – Grievance filed November 7, 2014, regarding: “On Tina Smith – See attached sheet”.
 - i. Attorney Michelle Youngblood, Transportation and Development Director Jeffrey Metarko and Richard Fryza were present and ready to proceed.
 - ii. The Board heard Mr. Fryza’s grievance and voted (recommended) that Mr. Fryza’s grievance has merit and that the department take appropriate action to address his grievance and also recommended that all supervisors in T&D be assigned to take training from Human Resources on how to deal with situations like this.

12. Discussion item.
 - a. Selected meeting date(s) for March 2016.
 - i. The Board will meet on Wednesday, March 2, 2016 and voted not to meet an additional date in March 2016.
13. Other business.
 - a. None.
14. The meeting was adjourned.