

CIVIL SERVICE BOARD MEETING POST SUMMARY



March 2, 2016

Members Present:

**Larry A. Bartlett, Chairman
Virginia Phillips-Hall, Member
Troyce Lancaster, Vice-Chair
J. Mark Trimble, Member
Dr. Cephus Jackson, Member**

Others Present:

Human Resources Director Renee Bright and staff; Human Resources Officer Pamela Ambles; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Attorney Keith Martin; Fire/Chief Financial Officer Timmy Sweat; Sheriff Assistant Deputy Chief Shawn Southerland; Fire Chief Landry Merkison; Attorney Amil Johnson; Buildings and Maintenance Director Les Markland; Interim Information Technology Director Jason Brookins; Cyd Cox; Chief of Police Michael Register; Solicitor General Tasha Mosley; various employees from County departments; and other individuals.

1. The meeting was called to order at 9:07 a.m.
2. The Board adopted the agenda with the following addition: Item 13A – Annual Leave Request from Solicitor General, Item 13B – Annual Leave from Solicitor General and Item 14A – Probation Extension Request from Police Department, second by Dr. Jackson. Discussion on the motion made: Chairman Bartlett clarified that Item 13A and 13B were both Requests for Leave of Absences. Agenda was approved as amended.
3. The Civil Service Board’s Meeting Minutes held on February 3, 2016, was approved.
4. The Civil Service Board’s Executive Session Minutes regarding **Mark Felgenhauer, Sheriff’s Office**, grievance heard on February 3, 2016, were approved.
5. The Civil Service Board’s Advisory Opinion and Grievance Recommendation regarding, **Mark Felgenhauer, Sheriff’s Office**, grievance heard on February 3, 2016, was approved.

6. The Civil Service Board's Executive Session Minutes regarding **Michael Hensley, Sheriff's Office**, grievance heard on February 3, 2016, were approved.
7. The Civil Service Board's Advisory Opinion and Grievance Recommendation regarding, **Michael Hensley, Sheriff's Office**, grievance heard on February 3, 2016, was approved.
8. The Civil Service Board's Executive Session Minutes regarding **Robert Lane, Sheriff's Office**, grievance heard on February 3, 2016, were approved.
9. The Civil Service Board's Advisory Opinion and Grievance Recommendation regarding, **Robert Lane, Sheriff's Office**, grievance heard on February 3, 2016, was approved.
10. The Civil Service Board's Executive Session Minutes regarding **Timmy Ray Sweat, Fire Department**, grievance heard on February 3, 2016, was approved.
11. The Civil Service Board's Advisory Opinion and Grievance Recommendation regarding, **Timmy Ray Sweat, Fire Department**, grievance heard on February 3, 2016, was approved.
12. Chairman Bartlett to presented the following certificates:
 - a. **Employee Professional Development**
 - i. Tifani Booker, Police
 - ii. Lorinne Moffitt, Community Development/Grant-NSP
 - b. **Manager's Basic Skills Certificate**
 - i. Kimberly Clayton, Library/Forest Park
 - ii. Jennifer Crane, Juvenile Court (not in attendance)
 - iii. Noi Souphanthavong, Human Resources
 - c. **Manager's Professional Skills Certificate**
 - i. Kimberly Clayton, Library/Forest Park
 - ii. Marc Richards, Police
 - iii. Carol Seaton, Community Development/Grant-NSP
 - iv. Noi Souphanthavong, Human Resources
13. Request from **Jeffrey Dobbins, Buildings & Maintenance**, for annual leave donation was approved.
14. Request from **Mattie L. White, Solicitor General**, for annual leave donation was approved.
15. Request from Solicitor General Tasha Mosley to place **Keith Gammage** on Leave of Absence was approved.

16. Request from Solicitor General Tasha Mosley to place **Chaundra Lewis** on Leave of Absence was approved.
17. Request from the Sheriff's Office to extend the probationary period of **Daniel Serene** for an additional six (6) months, was approved.
18. Request from Chief of Police Michael Register to extend the probationary period of **Mario McDaniel** for an additional twelve (12) months was approved.
19. Calendar Call.
 - a. **Cyd Cox (Information Technology)** - Appeal filed May 29, 2013, regarding: "Termination from my position as Division Manager in the Information Technology Department".
 - i. County Attorney Amil Johnson was in attendance and ready to proceed.
 - ii. Appellant Attorney Keith Martin and Appellant, Cyd Cox were in attendance and ready to proceed.
 - iii. The Board heard the appeal and made the following decision: The department's decision to terminate be upheld.
 - b. **Brenda Lee Thomas (Sheriff)** – Grievance filed June 3, 2015, regarding: "Improper promotion within the department". Grievant's attorney, Kimberly Bando, requested a continuance on February 12, 2016. The continuance request was granted on February 29, 2016.
 - i. The Board confirmed the request for continuance was received and granted.
 - c. **James Slaughter, III (Fire & Emergency Services)** – Appeal filed August 20, 2013, regarding: "Forty-eight (48) hours suspension without pay and issuance of demotion track letter". Appeal was withdrawn by employee on February 11, 2016.
 - i. The Board confirmed the grievance was withdrawn by the employee and was removed from the Civil Service Board log.
20. Discussion item.
 - a. Selected meeting date(s) for April 2016.
 - i. The Board confirmed April 6, 2016 as the next regular business meeting and did not vote on a second meeting date.

b. Backlog of pending Civil Service cases.

i. Board requested its attorney, Joe Harris, draft a written proposal to the Board of Commissioners addressing the backlog of cases. This matter will be held for discussion in a future Executive Session.

21. Other business.

a. Executive Session – Pending Litigation Issues.

22. Adjournment.