

# ***CIVIL SERVICE BOARD MEETING POST SUMMARY***



***September 7, 2016***

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**Members Present:**            **Larry A. Bartlett, Chairman  
Virginia Phillips-Hall, Member  
Troyce Lancaster, Vice-Chair  
Dr. Cephus Jackson, Member**

**Member Absent:**            **J. Mark Trimble, Member**

**Others Present:**            **Human Resources Officer Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; Fire Department Deputy Chief Gerald Fordham; Transportation & Development Director Jeffrey Metarko; Transportation & Development Assistant Director Keith Rohling; Sheriff's Office Assistant Chief Deputy Shawn Southerland; County Senior Staff Attorney Shalanda Miller; County Attorney Michelle Youngblood; Attorney Keith Martin; Lethris Murray; Frances White; Andrew White; various employees from County departments; and other individuals.**

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1. The meeting was called to order at 9:04 a.m. (**For the record:** Board member, J. Mark Trimble was not in attendance.)
  2. The Board adopted the agenda.
  3. The Civil Service Board's Meeting Minutes held on August 3, 2016, was approved.
  4. Request from Fire Chief Landry Merkison to extend the probationary period of the following employees for an additional six (6) months was approved: (1) **Janelle Andrews**, (2) **Timothy Bennett, Jr.**, (3) **Devetress Freeman**, (4) **Charles Gordon**, (5) **Tamara Hindes**, (6) **David Lee III**, (7) **Brian Patterson**, (8) **Christopher Sellers**, (9) **Randy Smith Jr.**, and (10) **Vincent Smith**. (**Note:** Fire Chief Landry Merkison withdrew his request for Devetress Freeman, Tamara Hindes, Brian Patterson, Randy Smith Jr., and Vincent Smith, as each employee passed their EMT Advanced Test and attained their EMT Certification.)

5. Calendar Call.

- a. **Frances White (Magistrate Court)** – Appeal filed October 21, 2013, regarding: “Termination due to job performance”. Appellant Attorney Keith Martin submitted a court conflict for the morning of September 7, 2016.
  - i. Attorney Martin arrived after his court appearance ready to proceed with his client, Frances White.
  - ii. County Attorney Michelle Youngblood advised the Board she sent an email to parties regarding Judge Tammi Hayward’s unavailability due to Attorney Martin’s conflict.
  - iii. The Board agreed to a continuance that would not be charged to the Appellant.
  - iv. The Board scheduled Ms. White’s appeal for its October 5<sup>th</sup> Regular Meeting.
  
- b. **Andrew White (Sheriff’s Office)** – Appeal filed January 10, 2014, regarding: “My termination due to untruthfulness and neglect to duty”. Appellant Attorney Keith Martin submitted a court conflict for the morning of September 7, 2016.
  - i. Attorney Martin arrived after his court appearance ready to proceed with his client, Andrew White.
  - ii. County Attorney Youngblood was present and ready to proceed. (**Note:** After lunch, County Attorney Youngblood had a medical issue and did not return.)
  - iii. The Board agreed the appeal could not proceed and did not consider this as a continuance request, as counsel for the County was unavailable. Attorney Martin did not have any objections.
  - iv. The Board further agreed to set a Special Called Meeting date for either September 12<sup>th</sup> or September 30<sup>th</sup> to hear this appeal and asked all counsel to coordinate their schedules and advise Human Resources Officer Pamela Ambles.
  
- c. **Lethris Murray (Transportation & Development)** – Appeal filed May 15, 2014, regarding: “The action that is being appealed is suspension”.
  - i. Ms. Lethris Murray was present and ready to proceed.
  - ii. County Attorney Youngblood and Transportation & Development Director Jeffrey Metarko were present and ready to proceed.
  - iii. The Board heard Ms. Murray’s appeal and voted unanimously (4-0) to uphold the County’s decision.
  
- d. **James Dandridge (Police Department)** – Appeal filed July 10, 2014, regarding: “I am appealing a Demotion from Sergeant to Officer”. Employee withdrew appeal on August 8, 2016.
  - i. The Board confirmed Mr. Dandridge withdrew his appeal on August 8, 2016.

- e. **Hillton Scott (Transportation & Development)** – Appeal filed January 16, 2015, regarding: “1 day suspension on January 15<sup>th</sup> 2015”.
  - i. County Attorney Youngblood and Director Metarko were present and ready to proceed.
  - ii. Mr. Hillton Scott was not in attendance when his appeal was called.
  - iii. Director Metarko advised the Board he had no communication with Mr. Scott and that he was no longer employed with the County.
  - iv. Human Resources confirmed the hearing notification letter to Mr. Scott was sent via Regular U.S. Mail, Certified Mail and that no mail was returned.
  - v. County Attorney Youngblood made a motion for dismissal.
  - vi. The Board voted unanimously (4-0) to dismiss Mr. Scott’s appeal.
  
- 6. Discussion items.
  - a. Additional meeting date for October 2016.
    - i. The Board confirmed October 5, 2016, as its Regular Meeting date and did not present a motion for an additional meeting date in October.
  
  - b. **Revision to Civil Service Rule 7.301** – Sheriff’s Office memorandum.
    - i. Sheriff’s Assistant Chief Deputy Southerland addressed the Board and requested that Correctional Officers be included in this Rule change.
    - ii. The Board voted unanimously to include all sworn personnel of the Correctional Institution, Police Department and Sheriff’s Office in the recommended probationary period change from 12 months to 18 months.
    - iii. The Board asked Attorney Harris to submit a draft addressed to the Board of Commissioners regarding the change to Rule 7.301.
  
  - c. Upcoming Cases.
    - i. **Phillip Richards (Sheriff’s Office)** – Termination Appeal filed April 16, 2014.
      - (1) The Board requested Attorney Harris reach out to Attorney Thomas Florio (and include County Attorney Youngblood) to ascertain whether or not Attorney Florio intended on moving forward or withdrawing this appeal.
      - (2) This matter would be placed for discussion on the Board’s October 5<sup>th</sup> agenda.
  
- 7. Other business.
  - a. None.
  
- 8. Adjournment.