

Regular Meeting of the Dallas Civil Service Board

**Present:**

Chairman Dr. Troy Lee Coleman, Vice-Chair Flora Hernandez, Mark R. Guckian, Chandra Marshall-Henson, Lorraine Montemayor, Nirav Sanghani, Terry Welch

**Attendees:**

Kennedy Anderson, Appellant  
Maggie Boldin, Appellant  
Rodney Buckley, Appellant  
Althea Chaderton, Manager II, Human Resources Department  
Jennifer Huggard, Senior Assistant City Attorney  
Bert Vandenberg, Senior Assistant City Attorney

**Civil Service Department Staff:**

Tem Lawal, Interim Assistant Director  
Pamela McDonald, Interim Secretary to the Civil Service Board  
Ana Monzon, Executive Assistant  
Dawne Payne, Interim Manager  
Adam Thurley, Test Validation Analyst  
Andy Yurkon, Test Validation Administrator

The meeting was called to order at 9:30 a.m.

**AGENDA ITEM 1 – Approve the minutes of the Thursday, September 27, 2018 regular meeting**

The Board unanimously approved the minutes.

**AGENDA ITEM 2 – Hear the rehire eligibility appeal of Kennedy Anderson, a former employee with the Code Compliance Department**

The Board heard the rehire eligibility appeal of Kennedy Anderson. The Board considered information about Mr. Anderson's previous employment with the City. After hearing from Mr. Anderson, including information about his City employment and work history since leaving the City Ms. Marshall-Henson made a motion to approve the rehire appeal of Mr. Anderson. Mr. Welch seconded the motion. The Board unanimously approved Mr. Anderson's appeal.

**AGENDA ITEM 3 – Hear the rehire eligibility appeal of Rodney Buckley, a former employee with the Code Compliance Department**

The Board heard the rehire eligibility appeal of Rodney Buckley. The Board considered information about Mr. Buckley's previous employment with the City. After hearing from Mr. Buckley, including information about his City employment and work history since leaving the City Mr. Guckian made a motion to deny the rehire appeal of Mr. Buckley. Ms. Montemayor seconded the motion. The Board voted six to one to deny Mr. Buckley's appeal.

Voting Aye: Coleman, Hernandez, Guckian, Marshall-Henson, Montemayor, Sanghani, Welch  
Voting Nay: Marshall-Henson

**AGENDA ITEM 4 – Hear the rehire eligibility appeal of Maggie Boldin, a former employee with the Housing and Community Services Department**

The Board heard the rehire eligibility appeal of Maggie Boldin. The Board considered information about Ms. Boldin's previous employment with the City. After hearing from Ms. Boldin, including information about her City employment and work history since leaving the City Ms. Marshall-Henson made a motion to approve the rehire appeal of Ms. Boldin. Ms. Montemayor seconded the motion. The Board voted five to two to approve Ms. Boldin's appeal.

Voting Aye: Coleman, Marshall-Henson, Montemayor, Sanghani, Welch  
Voting Nay: Guckian, Hernandez

**AGENDA ITEM 5 – Possibly take action on the Civil Service Director's position recruitment by Human Resources. Review/Discuss applications and select candidates for interviews by the Civil Service Board**

Ms. Hernandez informed the Board of the findings of the Ad Hoc Committee formed by the Board Chair. The five candidates referred to the committee by HR will be set up for an interview if they are still interested in the position. If the Board decides not to move forward with the five candidates, then they will move forward with one of the two search firms to do an aggressive recruiting for the Board.

Ms. Marshall-Henson made the motion to move forward and interview the five candidates approved and noted by the Ad Hoc Committee. Ms. Montemayor seconded the motion.

Voting Aye: Coleman, Marshall-Henson, Montemayor, Sanghani, Guckian, Hernandez  
Voting Nay: Welch

Interviews will be scheduled for November 8, 2018 regular scheduled meeting, alternate date November 14, and regular scheduled meeting on December 4, 2018.

Ms. Hernandez made a motion on the interview dates: November 8, 14, and December 4, 2018. Ms. Montemayor seconded the motion.

Motion passed unanimously.

**AGENDA ITEM 6 – Review and discussion of the Mayor's memorandum and possible implications**

Dr. Coleman presented a twenty-item document that represented things that might be important for the Board to do in terms of follow-up to get information to support any recommendations that the Board may have moving forward. Dr. Coleman stated that he would like to be able to share with the Board the essence of his findings in a meeting prior to January 16. In this meeting Dr. Coleman

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would like to share his findings and present what the recommendations might be related to those findings. Dr. Coleman stated that he would like to get feedback on the findings and recommendations and take whatever suggestions there might be moving forward. Four Board members expressed concern about the Mayor's October 16, 2018, memorandum on Civil Service regarding vagueness and the lack of a clear objective.

Dr. Coleman then addressed how he planned to talk to various index cities to gain information on best practices to bolster his recommendations. Discussion then turned to the characteristics that would be considered when selecting similar cities for these best practices research. Ultimately, Dr. Coleman stated that he would reach out to conduct this research and keep the process as transparent as possible.

**AGENDA ITEM 7 – Director's Report**

Mr. Thurley presented the Board with an update on the time to hire for the 17/18 fiscal year, there was an eleven-day reduction in the time to hire. The hiring stage taking the longest time in the hiring process was from "candidate referred to offer made".

Ms. McDonald followed Mr. Thurley's presentation with the departments talent acquisition vision. In tandem with the City Charter XVI SEC 13, the Civil Service Department's goal is to become a highly valued strategic partner within the City of Dallas by providing tailored hiring and promotional solutions to meet the unique needs of our hiring managers and upholding the values and principles of the merit system. She discussed six strategies and principles the department seeks to incorporate: centralized process, tailored solutions, proactive recruitment, data analytics, eligible lists management, and high-fidelity testing.

**AGENDA ITEM 8 – Fiscal Year 2017-18 Budget Update**

No discussion.

**AGENDA ITEM 9 – Fiscal Year 2018-19 Goals and Objectives Update**

No discussion.

**AGENDA ITEM 10 – Designate panel members for Trial Board Hearings**

There were no new Trial Board panels to designate.

**AGENDA ITEM 11 – Department News**

Ms. McDonald recognized Dawne Payne, Kelvin Belcher, and Latisha Butler for their 19, six, and 32 years of service respectively.

**Note:** For more information on the discussion of any issue heard during this meeting, refer to the transcript retained in the Civil Service Department.

There being no further business, the Civil Service Board meeting adjourned at 2:05 p.m.

**(A complete transcription of this meeting is available)**

  
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ATTESTED

  
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APPROVED