

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:**

Althea Chaderton, Manager II, Human Resources Department  
Alveena Tariq, Senior Human Resources Assistant  
Bert Vandenberg, Senior Assistant City Attorney

**Civil Service Department Staff:**

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

The meeting was called to order at 9:31 a.m.

**AGENDA ITEM 1 – Interview candidate for Civil Service Board Secretary/Director position**

Dr. Coleman called the Civil Service Board meeting to order at 9:31 a.m. At 9:32 a.m. The Board went into closed session to interview a candidate for the Civil Service Board Secretary/ Director Position. At 10:42 a.m. the meeting was called back into open session.

**AGENDA ITEM 2 – Discuss, consider and take action regarding employment of Civil Service Board Secretary**

The Board went into closed session to discuss the hiring of a Civil Service Board Secretary at 12:09 p.m. Dr. Coleman called the meeting into open session at 12: 56 p.m. Mr. Welch made a motion to appoint Jarred Davis for Board secretary subject to appropriate background reference checks and verification of his salary with his current employer. The motion was passed unanimously.

Ms. Chaderton spoke about the next steps in the process and stated that she would communicate Mr. Davis' salary expectations, current salary and his reference information to the Board.

**AGENDA ITEM 3 – DPD request to extend the promotional lists for Senior Corporal and Lieutenant**

Dallas Police Department Assistant Chief Angela Shaw and Lieutenant Alanis requested that the Dallas police Department Senior Corporal list be extended to December 28<sup>th</sup>, 2019 and the Lieutenant promotional list be extended to March 1<sup>st</sup>, 2020. Stating this action would put these lists in alignment with the Sergeant list which was delayed due to the re-administration of the assessment center. Mr. Welch and Ms. Hernandez asked some clarifying questions regarding length of time these lists were valid and the adequacy of the lists for promotional purposes. Ms. Hernandez made a motion to approve the extensions, and the motion was passed unanimously.

**AGENDA ITEM 4 – Hear the appeal of Jason Booker, a current employee with the Street Services Department to be eligible for Classified Civil Service positions**

The Board heard the appeal of Jason Booker. The Board considered information about Mr. Booker's previous employment with the City. After hearing from Mr. Booker, including information about his current City employment, Ms. Hernandez made a motion to approve Mr. Booker's appeal to be eligible to apply for Classified Service positions. Mr. Welch seconded the motion. The Board unanimously approved Mr. Booker's appeal.

**AGENDA ITEM 5 – Approve the minutes of the Tuesday, October 23, 2018 regular meeting**

Ms. Hernandez made a motion to amend Agenda Item 6, Review and Discussion of Mayor's memorandum and possible implications.

Mr. Welch suggested some wording at the end of the first paragraph. The amendment to the paragraph reads: "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".

The Board unanimously approved the minutes as amended.

**AGENDA ITEM 6 – Approve the minutes of the Thursday, November 8, 2018 regular meeting**

The Board unanimously approved the minutes.

**AGENDA ITEM 7 – Designate panel members for Trial Board Hearings**

The Chairman designated Mark R. Guckian to chair the January 30 Trial Board hearing of James Tornabene. Adjunct panel members will be Thomas Jefferson and Dena Stroh.

**AGENDA ITEM 8 – A closed executive session will be held pursuant to Section 551.074 of the Texas Open Meetings Act to conduct the FY 2017-18 evaluation of the Interim Secretary to the Board/Interim Civil Service Board Director**

The Board went into closed session with Ms. McDonald to conduct her performance evaluation for fiscal year 2017-2018. Mr. Hernandez made the motion to increase the Interim Board Secretary's salary by ten percent. Ms. Marshall-Henson seconded the motion. The motion passed unanimously.

**AGENDA ITEM 9 – Briefing on "Best Practices Survey"**

In response to the Mayor's October 16, 2018 memorandum, Dr. Coleman presented his "Best Practices Survey" focusing on two things. First, what are we doing as an organization now in the Civil Service department? Second, what are the kinds of things that structurally and operationally and by charter and guidelines do we do now that will have some impact on the operating efficiency of the department and the staff. And then finding out from that standpoint if there might be other standards that can really enhance the way in which we perform and produce work to serve the 13,000 employees and the citizens of Dallas.

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Dr. Coleman discussed the things he considered when selecting index cites to contact regarding best practices. He discussed the organizations and individuals he contacted. Dr. Coleman stated that at least two people in an on-line forum with the International Public Management Association for Human Resources stated that we do not have best practices. Dr. Coleman saw this as a real opportunity to create some best practices that and be used as a model for other jurisdictions.

Dr. Coleman then presented the report to the Board and asked members to provide feedback through Pam prior to the January Civil Service Board meeting. Dr. Coleman then talked about several of the highlights of the report, what other jurisdictions are doing regarding selection and screening of applicants, qualifications for serving as an appeal hearing examiner, and training for supervisors. Board members then asked questions regarding specific parts of the report and asked for the references Dr. Coleman used when compiling the report.

**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 1:00 p.m.

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

  
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APPROVED