

Regular Meeting of the Dallas Civil Service Board

Present:

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

Attendees:

Althea Chaderton, Manager II, Human Resources Department
Carmel Fritz, Manager III, Human Resources Department
Ted Padgett, Fire and Rescue Officer, Dallas Fire Department
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
Erin Smith, Test Validation Specialist
Andy Yurkon, Test Validation Administrator

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

AGENDA ITEM 1 – Approve the minutes of the Tuesday, December 4, 2018 regular meeting

The Board unanimously approved the minutes.

AGENDA ITEM 2 – Hear the rehire eligibility appeal of Leonard Love, a former employee with the Department of Sanitation Services

The Board heard the appeal of Leonard Love. The Board considered information about Mr. Love's previous employment with the City. After hearing from Mr. Love, including information about his City employment and work history since leaving the City, Ms. Hernandez made a motion to approve the rehire appeal of Mr. Love. The Board unanimously approved Mr. Love's appeal.

AGENDA ITEM 3 – Hear the rehire eligibility appeal of Justin Krause, a former employee with the Dallas Fire-Rescue Department

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

AGENDA ITEM 4 – Executive session- Discussion of salary and references for Civil Service Director/Civil Service Board Secretary position

The Board went into closed session to discuss salary and references for the Civil Service Director/Board Secretary position as authorized by Section 551.074 of the Texas Open Meetings Act. (Executive session from 10:00 a.m. to 11:28 a.m.)

AGENDA ITEM 5 – Take action regarding salary offer for Civil Service Director/Board Secretary

Human Resources provided the Board with an official offer letter for Jarred Davis. Ms. Hernandez made the motion to accept the terms provided in the offer letter. Mr. Welch seconded the motion with one amendment to include 80 hours advance vacation time.

The Board unanimously approved the offer letter.

AGENDA ITEM 6 - Discussion of Input on Review of DRAFT Best Practices Report

Dr. Coleman presented a drafted version of the *Best Practices Report* and solicited input from the Board. The Board discussed clarifications to the general operations and responsibilities within Civil Service to include reduction in force, grievance appeal hearings, I/O psychology services, and qualifications of adjunct and Civil Service Board members who serve as trial board judges.

The Board went on to discuss the recommendations of the *Best Practices Report* to ensure they were clear to council members. The Board discussed the need to state the implementation status of the CPS-HR and Hire Dallas recommendations and clarify the *Best Practices Report* recommendation to further study operational efficiencies and disciplinary hearing practices.

Dr. Coleman stated that through the *Best Practices Report*, he wanted to give Civil Service staff a roadmap for improvement and the opportunity to develop an implementation plan. He also stated that the Department should monetize and budget for this implementation plan to achieve its improvement goals.

AGENDA ITEM 7 – Director's Report

Ms. McDonald presented the Board with the department's Annual Report. Ms. McDonald will make the suggested changes to the report and resubmit for approval at the February 5, 2019 Board meeting.

AGENDA ITEM 8 – Briefing on the Police Officer Trainee Online Practice Test

Mr. Smith presented to the Board a briefing on the Police Officer Trainee Online Practice Test. He discussed how the practice test was developed and the benefits it provides to police in assisting with their recruiting efforts. A demonstration of the practice test was given followed by Q&A. Board members expressed their satisfaction with the practice test and provided recommendations on how the tool could be enhanced.

AGENDA ITEM 9 – Designate panel members for Trial Board Hearings

There were no new Trial Board panels to designate.

AGENDA ITEM 10 – Department News

Ms. McDonald recognized Erin Maas for her two years of service.

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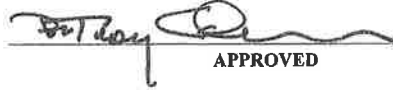
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Note: For more information on the discussion of any issue heard during this meeting, refer to the transcript retained in the Civil Service Department.

There being no further business, the Civil Service Board meeting adjourned at 2:00 p.m.

(A complete transcription of this meeting is available)


ATTESTED


APPROVED