



---

## CIVIL SERVICE BOARD MINUTES REGULAR MEETING

2401  
Tuesday, April 5, 2022

Chair Terrence Welch called the Board meeting to order at 9:36 a.m.

### **Board members in Attendance:**

Terrence Welch, Chair  
Chandra Marshall-Henson, Vice-Chair  
Kyla G. Cole  
Shana Hope Khader  
Angela Kaye Kutac  
Dr. Glynn E. Newman  
Joan D. Smotzer

### **Attendees:**

Melvin Collins, Appellant  
Gwendolyn Satterthwaite, Former Board member  
Kendall Scudder, Former Board member

### **Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
N. Irenumaagho, Superintendent, Dallas Water Department  
Ana Monzon, Executive Assistant, Civil Service Department  
Laura Morrison, Senior Assistant City Attorney  
Dawne Payne, Interim Manager, Civil Service Department

## **1. PUBLIC TESTIMONY**

*None*

## **2. SPECIAL PRESENTATION**

- a. Present Civil Service Board service recognition plaques to Ms. Gwendolyn Satterthwaite and Mr. Kendall Scudder.

*Chair Welch and Board members presented Ms. Gwendolyn Satterthwaite and Mr. Kendall Scudder with plaques in appreciation for their dedicated service with the Civil Service Board from September 2019 to September 2022.*

## **3. APPROVAL OF MINUTES**

Approve Minutes from the February 1, 2022 Civil Service Regular Board Meeting

*Board member Cole moved to accept the minutes as printed. Board member Kutac seconded the motion. The Board unanimously approved the motion.*

## **4. HEARING ITEM(S)**

- a. Hear the rehire eligibility appeal of Ms. Lorelei Melend, a former employee in Dallas Animal Services.

*Appellant did not attend the hearing. Her hearing will be rescheduled to the Board meeting on May 3, 2022.*

- b. Hear the rehire eligibility appeal of Mr. Collins, a current unclassified employee in Dallas Water Department.

*The Board considered information about Mr. Collins' previous employment with the City. After hearing from Mr. Collins, including information about his current City employment and work history with the City, Board member Smotzer made a motion to approve Mr. Collins' appeal to re-apply for classified Civil Service positions. Vice-Chair Marshall-Henson seconded the motion.*

*The Board unanimously approved the motion.*

## **5. BRIEFING & DISCUSSION ITEM(S)**

- a. Departmental Updates and Announcements.

*Mr. Davis informed the Board that CVS is preparing for a City-wide hiring event on Thursday, April 7, 2022 from 9:00 a.m. to 4:00 p.m. at the K. Bailey Hutchison Convention Center. CVS will be also participating in Job Fairs at East Field College, Brookhaven College, and Mountain View College on April 12<sup>th</sup>, 20<sup>th</sup> and 28<sup>th</sup>.*

**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2402  
Tuesday, April 5, 2022

*Mr. Davis announced that CVS is starting to back up recruitment for Fire operations entry level, and the Candidate Physical Abilities Test training will take place every Monday and Friday in April at the Fire Academy.*

*He also informed that 222 candidates participated at the Dallas Police Assessment held on March 16<sup>th</sup> through the 21<sup>st</sup>; and 504 candidates participated for the Senior Corporal written exam held on March 23<sup>rd</sup>. CVS has started the Job Analysis for the Fire Battalion Chief exam.*

*Mr. Davis recognized CVS Employment Analyst, Jennifer Johnson, for her 10-year anniversary with the City.*

**6. ACTION ITEMS**

- a. Take any necessary or appropriate action as result of Executive Session.

*Vice-Chair Marshall-Henson made the motion to approve the fully successful evaluation rating and \$7,500 increased to Mr. Davis' annual salary. Board member Newman seconded the motion. The motion passed unanimously.*

**EXECUTIVE SESSION (PURSUANT TO § 551.074 OF THE TEXAS OPEN MEETINGS ACT)**


**1. PERFORMANCE EVALUATION**

- a. Conduct the FY 21-22 annual performance evaluation of the Secretary to the Civil Service Board.


*The Board went into closed session to conduct Mr. Jarred Davis' performance evaluation for fiscal year 2021-2022 at 10:31 a.m. The Board returned to open session at 11:59 a.m.*

**ADJOURNMENT**

Chair Welch adjourned the meeting at 12:02 p.m.

  
Jarred Davis (May 4, 2022 10:42 CDT)

**ATTESTED**

  
Terrence S. Welch (May 3, 2022 12:36 CDT)

**APPROVED**