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CITY SECRETARY
DALLAS, TEXAS



CIVIL SERVICE BOARD MINUTES
REGULAR BOARD MEETING

Tuesday, February 4, 2025

Board members in Attendance:

Terrence Welch, Chair
Pam Gerber
Angela Kutac
Chris Leal
Bridgett I. Mitchell
Curtis Pierre

Absent:

Kyla G. Cole

Staff in Attendance:

Jarred D. Davis, Director, Civil Service Department
Ana Monzon, Executive Assistant, Civil Service Department
Suzanne Knuppel, Assistant City Attorney II

I. Call to Order

Chair Welch called the Board meeting to order at 9:43 a.m.

II. Public Speakers

N/A

III. Approval of Minutes

- a. Approve Minutes from the January 7, 2025 Regular Civil Service Board Meeting.

Board member Gerber moved to approve the minutes as printed. Board member Leal seconded the motion. The Board unanimously approved the motion.

IV. Hearing Item(s)

N/A

V. Briefing and Discussion Item(s)

- a. Civil Service Rules Update

- i. Brief proposed Civil Service rule revision amending minimum requirements for trainee police officer.

Mr. Davis brought to the Board's attention a memo from Dallas Police Department submitted in 2021 requesting a change on minimum qualifications for Trainee Police Officer to allow for an uncharacterized discharge at the time recognized by the Texas Commission of Law Enforcement. Since that time in April 2024, TCOLE is not accepting an uncharacterized discharge in the employment process or in the granting of the license. In response to that, DPD has come back and asked that CVS considers amending qualifications to remove that language as

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it relates to uncharacterized discharge. Mr. Davis is expecting to bring that item up again in March and have a public hearing to hear from any employees who may have an opinion about the rule amendment.

b. Trial Board Updates

Mr. Davis informed the Board that CVS has currently six hearings scheduled throughout March 2025. Only one hearing has aged due to unforeseen circumstances and will have to be rescheduled. Mr. Davis will continue providing quarterly updates on outstanding hearings to the Board.

c. Department Updates and Announcements

Mr. Davis provided the Board with an update on Civil Service participation on hiring events and job fairs throughout January 2025. CVS attended the MLK Job Fair which was very well attended and supported the Dallas Police Department on its promotional activities. Mr. Davis will share with the Board the CVS' activities calendar in March, 2025.

d. FY 24-25, Q1 Department Scorecard

Mr. Davis informed the Board that CVS is moving into the Fire Prevention and Dallas Police Department promotional activities. He will share the details with the Board and invite them to come along to observe any portion of the CVS promotional process.

VI. Action Item (s)

a. Take action to approve the Civil Service Board Annual Report

Board member Gerber expressed her concern about the number of hirings going down. She would like to have the Board's goals and objectives early on and add a column to the report including that information, so the people can understand what the Board is trying to accomplish and the strategies used to achieve those goals. Mr. Davis recognized that CVS priorities are changing and will be enhanced. Mr. Davis will be providing quarterly updates making sure that CVS will reflect its performance in the next Annual Report.

Board member Kutac moved to approve the FY 2024 Annual Report as printed. Board member Gerber seconded the motion. The Board unanimously approved the motion.

VII. Adjournment

Chair Welch adjourned the meeting at 10:15a.m.


Terrence S. Welch (Mar 28, 2025 15:45 CDT)

ATTESTED


Terrence S. Welch (Mar 28, 2025 15:42 CDT)

APPROVED