



**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2376  
Tuesday, December 1, 2020

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  
Dr. Glynn E. Newman  
Shana Hope Khader  
Gwendolyn W. Satterthwaite

**Absent:**

Kendall W. Scudder

**Attendees:**

Lt. Richard Foy, Dallas Police Department  
Laura Morrison, Senior Assistant City Attorney

**Staff in Attendance:**

Jarred D. Davis, Director  
Pamela McDonald, Manager  
Ana Monzon, Executive Assistant  
Kamesha Williams, Administrative Specialist

**1. PUBLIC TESTIMONY**

*None*

**2. APPROVAL OF MINUTES**

Approve Minutes from the October 6, 2020 Civil Service Board Regular Meeting Board

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

**3. HEARING ITEM(S)**

*None*

**4. BRIEFING & DISCUSSION ITEM(S)**

**a. Virtual Job Fairs and Outreach Initiatives**

***Mr. Davis briefed the Board about virtual recruitment and outreach strategies. He explained that based on recent observations, the Civil Service Department has seen a decrease in the number of overall applications, lower examination attendance rates, as well as lower levels of applicants meeting minimum qualifications due to COVID-19 restrictions and event cancellations.***

***Mr. Davis identified three components that will help to organize the Civil Service Department's work as it relates to recruitment and talent acquisition: Reach, Review, and Refer.***

***Member Newman expressed his concern about the deep decrease of applications between FY 2019 and 2020. Mr. Davis explained that the decrease is influenced by the City's hiring freeze and COVID-19.***

***Mr. Davis expressed his desire for the Civil Service Department to take a different approach in helping managers create a strategy to fill vacant positions; hence, the Civil Service Department will identify, analyze, and prioritize its recruitment support for critical and hard to fill vacancies, as well as, identify what positions are right for job evaluation and analysis and forward any recommended changes.***

***Member Khader inquired about the timeline the Board can expect to see a proposal or plan to achieve those goals. Mr. Davis is anticipating laying a plan out in January.***

**b. FY 20 Annual Preview and Feedback**

***Mr. Davis provided the Board with a timeline for the completion of the Annual Reports as follows:***

- 1. Circulate draft version to Civil Service Board, December 4, 2020.***
- 2. Comments and Feedback from Civil Service Board, December 8, 2020.***
- 3. Receive final comments and feedback from Civil Service Board, December 21, 2020.***
- 4. Final Annual Report presented and adopted by Civil Service Board, January 5, 2021.***
- 5. Report presented to Mayor Johnson and City Council, February 1, 2021.***

***Member Khader suggested to make the final revisions during the Board meeting on January 5, 2021. Chair Welch concurred with her suggestion. If for some reason the Board is not able to conclude that day, the Board may call a special meeting to finalize the Annual Report.***

**c. Department Updates and Announcements**

*Mr. Davis informed the Board that on the 19<sup>th</sup> of November, on the Department updates, the City Manager announced that we are remaining in Phase II of the City's reopening plan through the end of 2020. Mr. Davis was asked to present an overview of the Civil Service Department to the Government Performance and Accountability Committee on the 15<sup>th</sup> of December at 1:00 p.m.*

*Mr. Davis is planning to present information about the Civil Service Department's function overview, governance, structure, key accomplishments, performance metrics, and future initiatives. Mr. Davis will forward copy of the agenda for the December 15<sup>th</sup> meeting to Board members.*

*On November 17<sup>th</sup>, the team administered the postponed promotional written exam for DFR, rank of Lieutenant.*

*Member Satterthwaite expressed her concern about when the Department will resume Trial Board hearings. Mr. Davis informed her that he is currently trying to figure out the technology components to the virtual hearings and working with ITS regarding options for document management. Mr. Davis is planning to present in January a set of protocols for the Board's consideration.*


*Mr. Davis announced that Ms. Pamela McDonald, Recruitment Manager, is retiring after almost 20 years of service. The Board congratulated Ms. McDonald and recognized her outstanding performance and dedication to serve at the Civil Service Department.*

**5. ACTION ITEM(S)**

None

**ADJOURNMENT**

Chair Welch adjourned the meeting at 10:36 a.m.

  
Jarred Davis (Jan 5, 2021 14:02 CST)

**ATTESTED**

  
Terrence S. Welch (Jan 5, 2021 14:05 CST)

**APPROVED**