



**CIVIL SERVICE BOARD MINUTES
REGULAR MEETING**

2382
Tuesday, March 2, 2021

Chair Terrence Welch called the Board meeting to order at 9:34 a.m.

Board members in Attendance:

Terrence Welch, Chair
Chandra Marshall-Henson, Vice-Chair
Kyla G. Cole
Shana H. Khader
Dr. Glynn E. Newman
Gwendolyn W. Satterthwaite
Kendall W. Scudder

Attendees:

Calvin Dillard, Appellant
Laura Morrison, Senior Assistant City Attorney

Staff in Attendance:

Jarred D. Davis, Director
Ana Monzon, Executive Assistant

1. PUBLIC TESTIMONY

None

2. HEARING ITEM(S)

Heard the rehire eligibility appeal of Mr. Calvin Dillard, a former employee in the Dallas Police Department.

The Board heard the appeal of Calvin Dillard. The Board considered information about Mr. Dillard's previous employment with the City. After hearing from Mr. Dillard, including information about his City employment and work history since leaving the City, Board member Satterthwaite made a motion to postpone Mr. Dillard's appeal decision until the April meeting. The delay will allow Mr. Dillard the opportunity to gather and provide the Board documentation that reflects the disposition of a 2015 criminal charge by the Little Elm Police Department. Mr. Kendall seconded the motion.

The Board unanimously approved the motion.

3. APPROVAL OF MINUTES

Approved minutes from the February 2, 2021 Civil Service Board Regular Meeting Board

Board member Khader suggested to amend item #4 of the minutes as follows:

Item # 4 now reads:

"Board member Khader inquired about the one (1) year of experience taking public safety emergency calls in a call center or relevant experience required in Dallas, when looking at resumes what meets that criteria? Mr. Davis explained, "that generally, any call taking in emergency response setting would qualify."

"Mr. Davis informed the Board that the City of Dallas is at the breaking point in terms of compensation from a market perspective. Board member Khader expressed her concern about to inquiry to whether the applicants were able to see the compensation scale when they apply. Mr. Davis explained that all applicants know what they are applying for, when Civil Service advertises a position, the pay is stated unless the position requires specific experience, which is typically for executive level positions."

"Mr. Davis shared the applicant screening numbers for FY 2018-19 & FY 2019-20. He explained that Civil Service loses most people in the auto score phase, which is a set of pre-screening questions tied to the minimum qualifications for a position. Board member Cole inquired about what other things not included in the chart are falling out between applications and minimum qualifications. Mr. Davis explained that other factors include education, years of experience, US citizenship, availability for varying shifts, and any type of conviction. Board member Khader stated that the Board should explore the possibility of adjusting the minimum qualifications."

Board member Kendall Scudder moved to defer the approval of the minutes to the April meeting. Vice-chair Marshall-Henson seconded the motion. The Board unanimously approved the motion.

4. BRIEFING & DISCUSSION ITEM(S)

a. FY 21 Department Budget Development.

Mr. Davis briefed the Board on the Civil Service FY 21-22 proposed budget overview. He informed the Board that the total proposed budget is \$3,064,767, less the amount budgeted for sacred codes is \$2,560,350, with a 6% target reduction of \$153,621.

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b. FY 21 Department Priorities and Initiatives

Mr. Davis presented the priorities and initiatives for the three departmental units in the CVS department: Recruitment & Examining, Test Validation and Assessment, and Administration. He explained the department's strategic focus areas are talent attraction, talent assessment, and operational excellence. For the talent attraction focus area, Mr. Davis has set August through September 2021 as a target date of completion, talent assessment is expected to be completed by June 2021, and operational excellence is an ongoing process.

In addition to the CVS department's priorities, Mr. Davis explained he would like the department to create a process in which CVS will engage with City department managers in the pre-recruitment process to better understand the skills and experience necessary to perform the work.

Board member Cole inquired Mr. Davis whether he is going to be working within the time frames presented based on targets and report back to the Board. Mr. Davis stated he would be providing progress updates quarterly. Mr. Davis also explained that as the department pursues its priorities, we understand system implementation and business process changes and other activity may necessitate a change in priorities.

Board member Satterthwaite inquired about any potential limitations to the department's progress with the recent and ongoing implementation of Workday. She further inquired whether this migration would affect the CVS department's ability to do its regular work such as trial board hearings. Mr. Davis appreciated the concern and informed Ms. Satterthwaite that he expects the CVS department to meet its service level agreement and continue working on duties that need to be carried out on half of the department.

c. Department Updates and Announcements


None

5. ACTION ITEMS

None

ADJOURNMENT

Chair Welch adjourned the meeting at 11:04 a.m.


Jarred Davis (Apr 8, 2021 08:17 CDT)

ATTESTED


Terrence S. Welch (Apr 6, 2021 18:27 CDT)

APPROVED