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**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2403  
Tuesday, May 3, 2022

**Chair Terrence Welch called the Board meeting to order at 9:35 a.m.**

**Board members in Attendance:**

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

**Absent:**

Angela Kaye Kutac

**Staff in Attendance:**

Kim Benn, Manager, Small Business Center  
Jarred D. Davis, Director, Civil Service Department  
Jennifer Huggard, Assistant City Attorney V  
Ana Monzon, Executive Assistant, Civil Service Department  
Laura Morrison, Assistant City Attorney IV  
Dawne Payne, Interim Manager, Civil Service Department  
Joyce Williams, Director, Small Business Center

**1. PUBLIC TESTIMONY**

*None*

**2. APPROVAL OF MINUTES**

Approve **Minutes** from the April 5, 2022 Civil Service Regular Board Meeting

*Board member Smotzer moved to accept the minutes as printed. Vice-Chair Marshall-Henson seconded the motion. The Board unanimously approved the motion.*

**3. 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.*

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

- a. FreshStart Employment Program Overview, COD Small Business Center

*Joyce Williams, City of Dallas Small Business Center Director, provided the Board with an overview of the FreshStart Program, which started in 2018. She explained that this program is one of the two in the U.S. that hires ex-offenders into municipal government positions. The purpose of this program is to build strong and lasting partnerships with community advocates by creating solid workforce opportunities within the City of Dallas. The program also aims to interrupt the recurrence of recidivism, to help improve public safety, and to transform lives. Ms. Williams further explained the primary requirements for the FreshStart program which include: Criminal background based on Matrix, release from incarceration, and being on parole or probation.*

*Ms. Williams expressed that she is looking forward to working with Civil Service to provide an opportunity to improve measures by filling positions with qualified candidates, reduce turnover rates within Civil Service departments, and increase departmental upskill opportunities and career advancement.*

*Kim Benn, COD Small Business Center Manager, shared with the Board the FreshStart Employment Program Eligibility criteria which consists in pre-assessment, applicant/job match, application process, job readiness, applicant to hiring manager referral, and interview consideration and scheduling.*

*Chair Welch inquired about how many jobs would be available for this program. Ms. Williams explained that she would start working with Civil Service to identify available positions. Mr. Davis clarified that he would make an analysis, so he can provide a specific number to the Board.*

*Vice-Chair Marshall-Henson inquired whether there are any goals set for any City department to bring in applicants from the FreshStart program. Ms. Williams explained that currently no goals have been set for any department. She is hoping to see in the future departments start hiring from the program and set those goals internally.*

*Vice-Chair Marshall-Henson also inquired about their participation in recent hiring events. Ms. Benn informed the Board that they participated in the City-wide hiring on April 7<sup>th</sup>, and Workforce Solutions events. They also went to Hutchins State jail to a hiring event for inmates.*

*Board member Khader inquired about the number of participants who have started in the program and who have been successfully placed by the program, and the timeline for that. Ms. Benn explained that since the program started, they have now 64 hires; out of those 5 or 6 have been promoted to higher level positions, and approximately over 50% have been retained for more than 6 months of their employment.*

*Board member Khader wondered if there is a need for a Civil Service Board review in terms of eligibility for positions and compliance with all the normal Civil Service Rules, when participants submit their applications to be considered along with other qualified individuals. Ms. Williams informed her that they will review the program requirements' matrix with Mr. Davis to ensure they truly align with the Civil Service Rules.*

*Chair Welch inquired what the Civil Service can do to facilitate and further assist with the work being done with the FreshStart program. Ms. Williams would like to provide the Board as much information as possible to ensure that this program stays within the Civil Service guidelines. She is planning to work with Mr. Davis very closely to provide all the information needed to be reviewed by the Board, so they can come back with a plan and timelines. They would like to get started before the end of this fiscal year.*

b. Rules Revision Subcommittee Update

*Chair Welch informed the Board that a Civil Service Rules revised copy has been sent out for final revisions, and the subcommittee is currently reviewing it. He hopes to have a draft ready for the Board to review between the June and August meetings. After that, a meeting will be set up at some point to discuss next steps and to get input about the revisions.*

*Assistant City Manager Jennifer Huggard provided the Board with a brief overview about the current Civil Service Rules. She explained that those rules have not been amended for many years, except for some minor tweaks and adopted resolutions over the years. This would be a complete overhaul, and reformatting of the rules in their entirety with the purpose of simplifying and making them more applicable to the current hiring process that Civil Service oversees, to ensure that all the obligations laid out in the City Charter have been considered.*

c. Trial Board Scheduling Update

*Mr. Davis informed the Board that CVS is working on getting scheduled five of the 14 pending hearings. The hearings will be done with the appellant and all the witnesses attending in-person. CVS is planning to use the Board or the Briefing room.*

*Board member Khader sought clarification about in-person vs. hybrid, fully remote, and what has been offered as an option. Mr. Davis explained that CVS first went by the 1<sup>st</sup> set of Emergency Regulations, which prohibited all Boards and Commissions from meeting in-person and allowed only virtual meetings. CVS offered the virtual option but had very few takers. Around September, the Emergency Rules changed to allow the hybrid option, which meant that the Chair needed to be present. CVS is trying to move away from hybrid and go fully in-person to run more efficiently.*

*Board member Newman inquired about the protocol for in-person hearings. Mr. Davis assured him that CVS will refer to the safety protocols that are currently in place for City Hall visitors.*

d. FY 21-22, Q2 Departmental Scorecard

*Mr. Davis presented the Civil Service Performance Metrics FY 21-22, Quarter 2. He explained that CVS has been busy doing Job Fairs and working on developing uniform promotional eligibility lists for the Dallas Police Department.*

*Vice-chair Marshall-Henson inquired about the Job Fair on April 7<sup>th</sup> attendance. Mr. Davis informed the Board that there were 757 job seekers, and 108 job offers were made on the spot.*

*Board member Cole sought clarification on the Probation Requests. Mr. Davis explained that those requests come typically from Code or Water departments, and the Civil Service Rules provide that for classified individuals, if the department needs to extend the initial 6 months' probation period for certain reasons, they contact him to review and determine whether the extension needs to be granted.*

e. Departmental Updates and Announcements

*Mr. Davis informed the Board that a CVS recruiter supported a New York's recruitment event on April 27<sup>th</sup> and 28<sup>th</sup>. CVS has resumed its Candidate Physical Abilities Testing every Monday and Friday in May, including Saturday for entry level Fire Rescue Officer Trainee.*

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

1. PERFORMANCE EVALUATION

- a. Receive FY 21-22 annual performance evaluation and feedback for the Secretary to the Civil Service Board.

*The Board went into closed session to receive FY 21-22 annual performance evaluation and feedback for the Secretary to the Civil Service Board at 10:45 a.m. The Board returned to open session at 11:19 a.m.*

ADJOURNMENT

Chair Welch adjourned the meeting at 11:20 a.m.

  
Jarred Davis (Jun 27, 2022 14:24 CDT)

**ATTESTED**

  
**APPROVED**