



**CIVIL SERVICE BOARD MINUTES
REGULAR BOARD MEETING**

2437
Tuesday, May 7, 2024

Board members in Attendance:

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

Absent:

Kyla G. Cole

Attendees:

David Okorafor, Appellant

Staff in Attendance:

Jarred D. Davis, Director, Civil Service Department
Brittany Drake, Manager, Civil Service Department
Ana Monzon, Executive Assistant, Civil Service Department
Laura Morrison, Assistant City Attorney IV

i. **Call to Order**

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

ii. **Public Speakers**

N/A

iii. **Approval of Minutes**

- a. Approve Minutes from the April 2, 2024 Regular Civil Service Board Meeting.

Board member Leal moved to approve the minutes with a correction to reflect Angela Kutac as in attendance. Board member Mitchell seconded the motion. The Board unanimously approved the motion.

iv. **Hearing Items**

- a. Hear the rehire eligibility appeal of Mr. David Okorafor, a former employee in the Dallas Water Department.

The Board considered information about Mr. Okorafor's previous employment with the City. After hearing from Mr. Okorafor, including information about his City employment and work history since leaving the City, Board member Kutac made a motion to approve of Mr. Okorafor's re-hire eligibility appeal. Board member Leal seconded the motion.

The Board unanimously approved the motion.

v. **Briefing and Discussion Item(s)**

- a. Civil Services Rules Revision Update

Mr. Davis informed the Board that the Civil Service Department is working on a set of rule revisions to update the current Civil Service Rules, particularly those in the Dallas Fire Department. Those revisions are currently under review by the City Attorney's Office. Once that review is performed, the Department will open a public comment period to collect any feedback from the stakeholders.

Mr. Davis thanked the Board for their feedback submitted on April 19th. Due to a small delay, CVS is now expecting to hold a public hearing in June.

CVS now plans seek Council Approval in August. the Civil Service Rules revisions for approval before Council in August, since there are no meetings in July.

- b. Department Updates and Announcements

- i. Trial Board Hearings

Mr. Davis provided the Board with an update on pending Trial Board and Administrative Law Judge Hearings. CVS has currently only one Trial Board and four Administrative Law Judge hearings pending for scheduling. CVS is anticipating having all pending hearings scheduled by the end of this month.

Mr. Davis informed the Board that CVS is preparing to initiate, along with the Judiciary and AD Hoc Committee, an advertisement and recruitment process for new Administrative Law judges. This step is taken to ensure the Department has more than 2 judges on staff.

ii. Workday Implementation and Outstanding Needs

Mr. Davis provided the Board with an update on the Workday implementation status and outstanding CVS HRIS system needs. He informed the Board that the Workday applicant tracking system was implemented on February 14, 2024. The goal was to have every employee or prospective employee who wanted to make an application with the City of Dallas come through the Workday system. That goal has been partially achieved; however, CVS has discovered that this system does not have the functionality to properly screen, promote, and rank the Police and Fire members. CVS is currently working with the City's Information Technology Services Department to find a solution that integrates with the new technology but provide continued service to members of the sworn service.

iii. Departmental Internal Audit Updates


Mr. Davis provided an update on the department's internal audit. Mr. Davis informed the Board that CVS has been working on this audit since 2021 along with the consultants/auditors from Baker-Tilly. CVS received the final report, which was presented to the Government Performance, Finance & Management Committee on February 26, 2024. Mr. Davis committed to providing the Board with an executive summary containing the 6 audit recommendations for CVS. Those recommendations range from eliminating certain internal rules, ensuring to validate the identity of people taking the exams on line, to working with human resources to develop a 30, 60, and 90 day new hire orientation feedback mechanism. Mr. Davis is anticipating briefing the Board with a plan addressing those recommendations.

b. Actions Items

None

VIII. Adjournment

Chair Welch adjourned the meeting at 10:23 a.m.


Jarred Davis (Jun 5, 2024 09:25 CDT)

ATTESTED


Terrence S. Welch (Jun 4, 2024 21:15 CDT)

APPROVED