



CIVIL SERVICE BOARD WORKSHOP
MINUTES

2354
Tuesday, June 4, 2019

The Civil Service Board convened in a regularly scheduled meeting on Tuesday, June 4, 2019 at the Meadows Conference Center located at 2900 Live Oak Street, Dallas, Texas 75204.

Vice Chair Hernandez called the Board meeting to order at 9:32 am.

Absent:

Shana Hope Khader

Board members in Attendance:

Dr. Troy Lee Coleman, Chair
Flora M. Hernandez, Vice-Chair
Chandra Marshall-Henson
Lorraine G. Montemayor
Terrence Welch
David L. Wiley

Attendees:

Casey Burgess, City Attorney
Bert Vandenberg, City Attorney

Staff in Attendance:

Jarred D. Davis, Director
Pamela McDonald, Interim Assistant Director
Ana Monzon, Executive Assistant

I. **APPROVAL OF MINUTES**

- i. Approval of Minutes of the May 7, 2019 Civil Service Regular Board Meeting

Ms. Hernandez made a motion to amend the Action Items, Directors Operational Report, to reflect what was requested. Particularly, Ms. Hernandez commented the minutes failed to capture her request for more robust operational reporting.

Mr. Wiley made a motion to defer the approval of the May Regular Board Meeting Minutes until August's meeting. The Board unanimously approved the motion.

II. **TRAINING ITEMS**

- i. Board Member Training, Project Partners, Corinne Flagome.

Mr. Davis announced this training would not occur until after the vendor completed all the required procurement processes; some steps were not discovered until the day before the training was set to be delivered. Out of an abundance of caution, Mr. Davis decided to postpone this training until the company completed all the procurement process. He stated he hoped to be able to reschedule the training for August.

III. **BRIEFING ITEMS**

- i. Briefing of the Civil Service Director's 100-day plan.

Mr. Davis briefed the Board on the findings of his 100-day plan. He also shared his SWOT (Strengths, Weakness, Opportunities, and Threats) analysis of the department's operation. In summary, Mr. Davis highlighted the department's critical need to modernize practices to better align with and support the operation of City and its departments. He committed to brief the Board on his FY 19-20 action plan in August.

IV. **DISCUSSION ITEMS**

- i. Discussion of Civil Service Board Commitment and Next Steps.

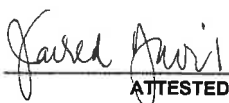
This item was held until to August's meeting, following Board Member training.

V. **DIRECTOR'S OPERATIONAL REPORT**

- i. May 2019 Board Report Highlights
ii. Staff Announcements

ADJOURNMENT

Chair Coleman adjourned the meeting at 12:26 pm.


ATTESTED


APPROVED