



**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2393  
Tuesday, November 2, 2021

Chair Terrence Welch called the Board meeting to order at 9:37 a.m.

**Board members in Attendance:**

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

**Staff in Attendance:**

Jarred D. Davis, Director  
Ana Monzon, Executive Assistant  
Casey Burgess, Executive Assistant City Attorney  
Ashley Rucker, Manager III

**1. PUBLIC TESTIMONY**

*None*

**2. APPROVAL OF MINUTES**

Approve Minutes from the October 5, 2021 Civil Service Regular Board Meeting

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

**3. HEARING ITEM(S)**

*None*

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

- a. Annual Report Development Process and Content Discussion

*Mr. Davis requested each Board member provide their input and feedback in preparation for the Board's Annual Report. The CVS department will begin preparing a draft annual report for the Board's consideration in January 2022.*

*Chair Welch suggested the report emphasize the amount of the Civil Service activities and highlight job fairs, the ability of making job offers on the spot, and the promotional testing for the uniform services.*

*Board member Khader recommended the report details progress made against the previous fiscal year's priorities, which included virtual and social recruitment, outreach strategies, moving certain items to online for recruitment and testing, launching virtual trial board hearings, and resuming uniform promotional exams. She also suggested the report possibly include a departmental efficiency analysis in terms of decreasing hiring numbers, and increased time-to-hire numbers. Additionally, she recommended the report include departmental priorities for the upcoming fiscal year.*

*Board member Cole agreed with the previous recommendations, but additionally suggested the report reflect Morris McDaniel's hiring and the work they have been doing to assist the CVS department with the development of assessment centers and promotional exams. She also would like to see the department's timeline to complete the backlog of virtual hearings.*

*Mr. Davis informed the Board that he will assemble the draft report in December to share and review in January's meeting for feedback and approval, with final adoption during the February Board meeting.*

- b. Rules Revision Subcommittee Update

*Chair Welch stated that the subcommittee is getting close to the end of the Civil Service Rules revisions. He expects to have a meeting with the subcommittee this month to finish it up and have a draft of the rules for the Board's consideration soon.*

*Board member Khader thanked Chair Welch for all the time and the effort he has put into this work.*

- c. FY 20-21, Q4 Departmental Scorecard

*Mr. Davis presented the Board with the FY 20-21 Q4 Performance Scorecard.*

*Board Khader inquired about the time-to-hire period reported. She wanted clarification on how much of this time corresponds to CVS and the reason why this number continues to increase.*

*Mr. Davis informed her that this number includes the time from which CVS refers the qualified candidate list to the hiring managers until the time an individual gets hired. Mr. Davis stated that this number has decreased from previous quarters reported. Mr. Davis hopes to follow up with more detail and will set this topic as a priority for the upcoming fiscal year.*

*Vice-Chair Marshall-Henson expressed her satisfaction with the uniform test pass rate. She thanked Mr. Davis for the all the work the CVS team is doing in the community with the job fairs and hiring.*

d. Department Update and Announcements

*Mr. Davis informed the Board that CVS and Morris McDaniel are almost finished with all the written exams; thus, the Lieutenant written exam is scheduled for November 9<sup>th</sup>, and the Senior Fire Prevention officer written examination is scheduled for November 30<sup>th</sup>. CVS will hold an assessment center for the Fire Prevention ranks on January 12<sup>th</sup> through 14<sup>th</sup>.*

*Mr. Davis thanked the Validation and Examination teams for all their work and coordination in getting those projects done.*

**ADJOURNMENT**

Chair Welch adjourned the meeting at 10:28 a.m.

  
Jarred Davis (Dec 27, 2021 17:38 CST)

**ATTESTED**

  
Terrence S. Welch (Dec 7, 2021 11:55 CST)

**APPROVED**