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**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2384  
Tuesday, April 6, 2021

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

**Board members in Attendance:**

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

**Attendees:**

Calvin Dillard, Appellant  
James Fortenberry, Appellant  
Anthony Rios, Appellant  
Bert Vandenberg, Senior Assistant City Attorney

**Staff in Attendance:**

Adrian Amerson-Osorez, Management Analyst  
Jarred D. Davis, Director  
Ana Monzon, Executive Assistant

**1. PUBLIC TESTIMONY**

*None*

**2. HEARING ITEM(S)**

- a. Hear 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 Khader made a motion to approve Mr. Dillard's appeal. Board member Newman seconded the motion.*

*The Board voted 6 to 1 to approve the motion.*

**Voting Aye: Welch, Marshall-Henson, Cole, Khader, Newman, Scudder**  
**Voting Nay: Satterthwaite**

- b. Hear the rehire eligibility appeal of Mr. James Fortenberry, a former employee in the Dallas Water Utilities Department.

*The Board heard the appeal of James Fortenberry. The Board considered information about Mr. Fortenberry's previous employment with the City. After hearing from Mr. Fortenberry, including information about his City employment and work history since leaving the City, Vice-Chair Marshall-Henson made a motion to approve Mr. Fortenberry's appeal. Board member Scudder seconded the motion.*

*The Board voted 6 to 1 to approve the motion.*

**Voting Aye: Welch, Marshall-Henson, Cole, Khader, Satterthwaite, Scudder**  
**Voting Nay: Newman**

- c. Hear the rehire eligibility appeal of Mr. Anthony Rios, a former employee in the Dallas Water Utilities Department.

*The Board heard the appeal of Anthony Rios. The Board considered information about Mr. Rios' previous employment with the City. After hearing from Mr. Rios, including information about his City employment and work history since leaving the City, board member Newman made a motion to approve Mr. Rios' appeal. Board member Scudder seconded the motion.*

*The Board unanimously approved the motion.*

**3. APPROVAL OF MINUTES**

- a. Approve Minutes from the February 2, 2021 Civil Service Regular Board Meeting

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

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- b. Approve Minutes from the March 2, 2021 Civil Service Regular Board Meeting

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

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

- a. *Police Dispatcher Source Analysis Update*

*Mr. Davis presented the Board with an update on the Police Dispatcher's position source analysis. He reviewed the minimum qualifications and compensation comparison with another municipalities, discussed candidate sources, applicant screening and candidate's profile, shared the Dallas Police Department's feedback, and opportunities.*

*He informed the Board that Civil Service is currently working with DPD to post positions in more specialized places targeted to DPD communication positions.*

*Chair Welch inquired if the Department had any recommendations to the Board based on other cities' assessments. Mr. Davis stated he believes that CVS is on par with other municipalities. He considers that having those conversations with them have been helpful because those are hard positions to fill and they are facing similar challenges; therefore, Mr. Davis does not have any recommendations for change at this time.*

*Board member Khader inquired about the minimum qualifications. She sought information about the extent CVS discussed the sufficiency of general call-taking experience as opposed to emergency response experience with other municipalities. Mr. Davis explained that from the analysis and the feedback obtained from the interviews, municipalities that did not require emergency response experience did not find their qualifications to be deficient, that call-taking experience is good, but that the position carries significant stress and challenges and so continuing engagement can be a challenge.*

*Board member Khader inquired whether Mr. Davis identified some literature about the minimum qualifications for this type of communication positions. Mr. Davis thanked her for the reminder and informed her that he found a journal report and he will share it with the Board.*

*Board Member Cole inquired if CVS had discussed with the Police department if they wished to implement any changes to the minimum qualifications, in order to address the hiring difficulties for the position or to align with other cities. Mr. Davis promised to inquire with the department about their thoughts on updating the minimum qualifications. Board Member Cole also inquired about the plan to explore partnership opportunities with DCCC or others in order to build a pipeline for the position. Mr. Davis said these inquiries were on-going and he would report back to the board on this issue in the future.*


- b. *Department Updates and Announcements*

*Mr. Davis informed the Board that CVS is planning to move into 75% gradual reopening beginning May 3<sup>rd</sup>. CVS is looking into the particulars of what that would look like, and what vaccination opportunities will be available for employees and those at high risk. Mr. Davis will continue to share more information as CVS moves forward.*

*Mr. Davis informed the Board that CVS is working on getting vendor Morris-McDaniel onboarded. Mr. Davis expects to have his first conversation with them today. Mr. Davis hopes Morris-McDaniel will be able to attend the next board meeting, so they will have an opportunity to share about their firm and they can get a sense of who the CVS department is as an organization.*

**ADJOURNMENT**

Chair Welch adjourned the meeting at 11:06 a.m.

  
Jarred Davis (May 5, 2021 08:33 CDT)

**ATTESTED**

  
Terrence S. Welch (May 4, 2021 12:28 CDT)

**APPROVED**