



RECEIVED

CIVIL SERVICE BOARD MINUTES  
SPECIAL CALLED MEETING

2023 FEB 21 PM 1:21  
2416  
Tuesday, January 10, 2023  
CITY SECRETARY  
DALLAS, TEXAS

Chair Terrence Welch called the Board meeting to order at 9:13 a.m.

**Board members in Attendance:**

Terrence Welch, Chair  
Chandra Marshall-Henson, Vice-Chair  
Kyla G. Cole  
Angela Kaye Kutac  
Joan D. Smotzer

**Absent:**

Bridgett I. Mitchell

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Jennifer Huggard, Assistant City Attorney V, City Attorney's Office  
Ana Monzon, Executive Assistant, Civil Service Department  
Dawne Payne, Interim Manager, Civil Service Department

1. INTRODUCCIONS

- a. Introduce Ms. Bridgett Mitchell, Civil Service Board Member.

*Board member Mitchell did not attend the meeting.*

- b. Board Announcement for Dr. Glynn E. Newman, Civil Service Board Member

*Chair Welch informed the Board that Dr. Glynn E. Newman resigned from the Board due to personal reasons. He thanked Dr. Newman for his service to the Board and to the City.*

2. PUBLIC TESTIMONY

Hear public testimony on the following agenda items: Approval of Minutes, Hearing Item(s), and Action Item(s).

*None*

3. APPROVAL OF MINUTES

Approve Minutes from the November 1, 2022 Civil Service Regular Board Meeting.

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

4. HEARING ITEM(S)

N/A

5. BRIEFING & DISCUSSION ITEM(S)

- a. FY 22 Annual Report Development

*Mr. Davis provided the Board with an update on the development of the FY 22 Annual Report. He explained that the report is composed of CVS Department's hiring data, and its achievements during the past year.*

*Mr. Davis informed the Board that the 1<sup>st</sup> draft of the Annual Report will be circulated to the Board on January 20<sup>th</sup>, edits and comments will be due by the 27<sup>th</sup>, and the final draft will be circulated on February 3<sup>rd</sup>. The City Secretary's Office confirmed that the Annual Report be adopted during the February 7<sup>th</sup> Board meeting.*

- b. FY 23 Departmental Priorities

*Mr. Davis provided the Board with the four CVS priorities for FY 2023 which include:*

*1<sup>st</sup> - Develop, launch, and monitor operational deliverables that promote the talent acquisition goal as established by the Racial Equity Plan.*

*2<sup>nd</sup> - Further and expand collaboration with the Department of Marketing to develop and launch a comprehensive brand campaign that highlights and builds awareness for City of Dallas talent opportunities.*

*3<sup>rd</sup> - Continue efforts to partner with internal departments to identify critical and hard-to-fill positions and conduct candidate sourcing reviews, position analysis and modifications to enhance talent pools and meet hiring needs.*

*4<sup>th</sup> - Work with Information Technology Services and Human Resources to effectively assess current and future tracking system needs and capabilities in preparation for migration onto a new applicant tracking system platform.*

*Board member Cole expressed her satisfaction with the completion of some of the FY 22 priorities such as online exam assessment and test development activities. She would like to see those achievements to be outlined in the FY 22 Annual Report making it clear that marketing and branding are the next steps in those priorities. Also, she would like to include the Board hearings' scheduling into the FY 23 goals, and the next steps relative to that priority. Chair Welch would like to add the timely scheduling of hearings as a goal for FY 23 as well.*

c. Civil Service Rules Revisions

*Assistant City Attorney Jennifer Huggard provided the Board with an update on the Civil Service Rules Revisions. She informed the Board that the format of the rules is brand new. The Rules Revision Committee has been working over more than two years making sure to include everything that is a mandated Civil Service function. The goal of these rules is to make sure they are easily understood, and that they accurately and clearly communicate to employees which rules apply to them depending on their position and the position they are applying for.*

*Mr. Davis emphasized the continuous work being done to incorporate the Board's feedback and comments to move this project forward for Council's vote and approval. He also wanted to make sure that the new version is not repeating the City Charter in some instances. Mr. Davis is planning to put this item back on February's meeting agenda for continued discussion and possible approval.*

d. Departmental Updates and Announcements

*Mr. Davis informed the Board that the Veterans Job Fair on November 1<sup>st</sup>; generated 40 job seekers; Red, White & You Job Fair held on November 10<sup>th</sup>; generated 75 job seekers. DWU Distribution Hiring Event was held on November 10<sup>th</sup>, and DWU Meters Hiring Event held on December 7<sup>th</sup>, generated 40 job seekers, with 20 job offers made.*

*During the six (6) CPAT sessions in October/November, 88 scheduled and 79 passed.*

*DFD Captain Assessment Center had 69 candidates scheduled, 66 participated and were referred. DFD Lieutenant Assessment Center had 145 candidates scheduled, 127 participated and were referred. DFD Driver Engineer written exam was held KBHCC on December 13<sup>th</sup>. There were 437 candidates scheduled to take the exam, 340 showed and 280 passed.*


*Mr. Davis announced that Jennifer Johnson, Kamesha Williams, and Kelvin Belcher have all completed 10 years of service with the City this past year.*

e. Future Civil Service Board Meetings Discussion

*Mr. Davis informed the Board that Civil Service has cleared the CVS hearing backlog and scheduled most of the pending hearings. Mr. Davis will make sure to include that information in the Annual Report as well as restating that goal for the coming year.*

**ADJOURNMENT**

Chair Welch adjourned the meeting at 10:50 a.m.

  
Jarred Davis (Feb 21, 2023 12:48 CST)

**ATTESTED**

  
Terrence S. Welch (Feb 7, 2023 15:46 CST)

**APPROVED**