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CIVIL SERVICE BOARD MINUTES
REGULAR BOARD MEETING

2418

Tuesday, February 7, 2023

CITY SECRETARY
DALLAS, TEXAS

Chair Terrence Welch called the Board meeting to order at 9:35 a.m.

Board members in Attendance:

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

Attendees:

Dwain Wright, Appellant

Staff in Attendance:

Justin Ball, Fire Assistant Chief, Dallas Fire Department
Scott Clumpner, Section Chief, Dallas Fire Department
Jarred D. Davis, Director, Civil Service Department
Jennifer Huggard, Assistant City Attorney V
Ana Monzon, Executive Assistant, Civil Service Department
Laura Morrison, Assistant City Attorney
Dawne Payne, Interim Manager, Civil Service Department
Daniel Salazar, First Assistant Chief, Dallas Fire Department

1. INTRODUCCIONS

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

Chair introduced Ms. Bridgett Mitchell; new Civil Service Board Member appointed by City Council member Mendelsohn.

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 January 10, 2023 Special Called Civil Service 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)

- a. Hear the rehire eligibility appeal hearing of Mr. Dwain Wright, a former employee in the Sanitation Department

The Board considered information about Mr. Wright's previous employment with the City. After hearing from Mr. Wright, including information about his City employment and work history since leaving the City, the Board voted not to approve Mr. Wright's re-hire eligibility appeal.

5. BRIEFING & DISCUSSION ITEM(S)

- a. Civil service rules Revisions and Next Steps

Mr. Davis informed the Board that the Rule Revisions were recently circulated for review. Those revisions contain 22 additional provisions; some of those additional provisions include the Single Function Paramedic and Lateral Hires' requirements.

Ms. Huggard provided a high-level update on the Civil Service Rules Revisions. She informed that Fire-Rescue Department had briefed the Board on the Single Function Paramedic rank. She further explained that a Single Function Paramedic will allow an employee to focus solely on paramedic functions and would not be involved in fire operations. Fire-Rescue wants to create that as a separate rank, so they would have 3 entry level ranks available in Dallas for sworn service: Fire-Rescue Officer, Fire Prevention Officer, and Single Function Paramedic Officer. Regarding lateral hires, the Dallas Police Department would begin hiring lateral officers who have already achieved a TCOLE license and have previous experience working as a police officer for other agencies. Dallas Fire-Rescue decided to add a provision for lateral hiring as well, to expand the eligibility criteria for entry level consideration for the rank of Fire-Rescue Officer and Fire Prevention Officer.

Board member Cole sought clarification on some rules being removed. First, Rule 5 of the Civil Service Board acknowledging the City employee's right to organize. Jennifer Huggard clarified that from a legal perspective the City employees do not have the right to organize, they have the right to join associations; therefore, the Board could recognize employee's rights to join associations and have representation when appropriate. Second, Rule 6, Sec. 5 of the old rules provided that no question in any examination shall relate to the political, origin, religious convictions, or affiliations of the applicant. She wondered what the reasoning for is taking that roll out. Jennifer Huggard explained that the Rule Revisions subcommittee was to ensure that these rules were stated elsewhere; and those rules are already stated in the personnel rules. Third, Rule 13 Employee Performance, Ms. Cole is concerned about eliminating reporting requirements to the Board. Mr. Davis explained that employee performance, and policy process program are also outlined in the personnel rules.

Chair Welch requested the department and the City Attorney's Office to meet with Board member Cole to answer any questions and make any final draft revisions by March 7th, so they can be approved them during the Civil Service Board meeting. Board member Cole was agreeable to that suggestion.

b. FY 23, Q1 Departmental Scorecard

Mr. Davis presented the Board with FY 23, Q1 Departmental Scorecard. Chair Welch commended Mr. Davis on the number of job fairs being attended and the number of applications and decisions made on the spot. He hopes CVS continues doing that.

Board member Cole sought clarification on the influenced hires. Mr. Davis explained that this segment was created by LinkedIn. An influenced hire is a person who applied for the job interacting on LinkedIn and was later hired into a vacant position at the COD.

Board member Cole also sought clarification on the terminations reported under talent relations. Mr. Davis clarified that Civil Service support terminated employees by placing them in another City job. So, of the 3 terminations reported, Civil Service was able to place 1 person in a different position.

c. Departmental Updates and Announcements

Mr. Davis reported that the Validation unit had no announcements. CVS Recruitment & Examining unit held the 2023 MLK Celebration Job Fair on January 11th; generating 316 job seekers, the How to Apply Tech Session on January 12th; generating 5 participants, and the DWU Distribution Job Fair on January 23th; generating 4 offers for two hard fill positions.

6. ACTION ITEMS

a. Adopt FY 22 Civil Service Board Annual Report

Board member Smotzer moved to accept the Civil Service FY 2022 Annual Report as printed. Board member Kutac seconded the motion. The Board unanimously approved the motion.

b. Adopt Civil Service Rules Revisions

Board member Cole made a motion to hold this item under advisement until the March 7th Civil Service Regular Board Meeting. Vice-Chair Marshall-Henson seconded the motion. The Board unanimously approved the motion.

c. Take any necessary or appropriate action as a result of Executive Session.

Board member Smotzer made the motion to approve a salary increase for the Board Secretary as discussed during the closed session. Vice-Chair Marshall-Henson seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION (PURSUANT TO § 551.074 OF THE TEXAS OPEN MEETINGS ACT)


1. PERFORMANCE EVALUATION

a. Conduct the FY 22 annual performance evaluation of the Secretary to the Civil Service Board.

The Board went into closed session to receive FY 22 annual performance evaluation and feedback for the Secretary to the Civil Service Board at 11:12 a.m. The Board returned to open session at 11:48 a.m.

ADJOURNMENT

Chair Welch adjourned the meeting at 11:49 a.m.


Jarred Davis (Mar 22, 2023 18:58 CDT)

ATTESTED



Terrence S. Welch (Mar 7, 2023 11:49 CST)

APPROVED