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CIVIL SERVICE BOARD MINUTES  
REGULAR BOARD MEETING

2023 JUN -7 AM 8:45 2422  
Tuesday, May 2, 2023

CITY SECRETARY  
DALLAS, TEXAS

Chair Terrence Welch called the Board meeting to order at 9:42 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:**

Abdul-Rahim Saleh, Appellant  
John Snider, Appellant Counselor

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Jennifer Huggard, Assistant City Attorney V  
Gregory Martin, Assistant City Attorney II  
Ana Monzon, Executive Assistant, Civil Service Department  
Laura Morrison, Assistant City Attorney  
Dawne Payne, Interim Manager, Civil Service Department

**I. Call to Order**

**II. Public Speakers**

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

*None*

**III. Approval of Minutes**

- a. Approve Minutes from the March 7, 2023 Regular Civil Service Board Meeting.

*Board member Kutac moved to approve the minutes as printed. Board member Smotzer seconded the motion. The Board unanimously approved the motion.*

**IV. Hearing Item(s)**

- a. Conduct the grievance appeal hearing of Mr. Abdul-Rahim Saleh, in which he claims the Civil Service Department violated Civil Service Rule VIII, Conduct of Examinations, Section 6, by allowing an ineligible member to take the Dallas Fire-Rescue Lieutenant's promotional written exam.
- b. *The Board considered information about Mr. Abdul-Rahim Saleh's grievance appeal in which he claims the Civil Service Department violated Civil Service Rule VIII, Conduct of Examinations, Section 6, by allowing an ineligible member to take the Dallas Fire-Rescue Lieutenant's promotional written exam.*

*Board member Cole moved to postpone Mr. Saleh's grievance appeal until the Board meeting of June 6, 2023, to correct some exhibits' timeliness issues so that all the exhibits can be considered and ruled upon. Board member Smotzer seconded the motion. The Board unanimously approved the motion.*

**V. Briefing and Discussion Item(s)**

- a. Civil Service Rules Revisions Update

*Mr. Davis provided the Board with an update on the Civil Service Rules revisions. He informed the Board that Civil Service has briefed the City Council's Performance and Finance Committee about the rules revisions. Civil Service will now make sure that in preparation for June, a public notice for employees to be able to weigh-in and provide feedback on the rules will be posted.*

*Civil Service will also start working with the City's internal communications department to disperse and send out information to make sure that civil service employees who would be impacted by these changes are aware of Civil Service's intent to hold a public hearing at June's Board meeting. Civil Service is planning to get the rules revisions before City Council on its June 14<sup>th</sup> agenda for adoption and resolution.*

b. 2023 Departmental Priorities Progress Update

*Mr. Davis presented the Board with the 2023 Departmental Priorities Progress update. He explained that Civil Service has 5 priorities which include: developing and launch operational deliverables, further collaboration with the Department of Marketing to develop and launch comprehensive marketing, continue efforts to partner with internal departments to identify critical and hard-to-fill positions, work with Information Technology Services and Human Resources, and continue with the departmental process improvement.*

c. Q3 Departmental Scorecard

*Mr. Davis presented Q3 Departmental Scorecard. Civil Service continues its involvement in talent outreach efforts, and the uniform promotional activity.*

*Chair Welch expressed his appreciation for the continuous efforts Civil Service has made on the talent outreach events.*

d. Department Updates and Announcements

*Mr. Davis informed the Board that Civil Service's Test and Validation team has hired a new member in March; her name is Jill Turner.*


*Vice-Chair Marshall-Henson congratulated Mr. Davis for the great job Civil Service is doing in reaching out to the community through social media like Facebook and LinkedIn.*

VI. Action Items

N/A

VII. Adjournment

Chair Welch adjourned the meeting at 10:47 a.m.

  
Jarred Davis (Jun 6, 2023 11:19 CDT)

**ATTESTED**

  
Terrence S. Welch (Jun 6, 2023 15:39 CDT)

**APPROVED**