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CIVIL SERVICE BOARD MINUTES
REGULAR BOARD MEETING

2023 AUG -1 PM 1:03 : 2424

Tuesday, June 6, 2023

CITY SECRETARY
DALLAS, TEXAS

Chair Terrence Welch called the Board meeting to order at 9:30 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:

Mark Calhoun, Appellant
Zachary Knetzer, Public Speaker
Chase Morris, Public Speaker
Melissa Thompson, Public Speaker

Staff in Attendance:

Jarred D. Davis, Director, Civil Service Department
Ana Monzon, Executive Assistant, Civil Service Department
Sarah Mendola, Executive Assistant City Attorney
Laura Morrison, Assistant City Attorney IV
Dawne Payne, Interim Manager, Civil Service Department
Catrina Shead, Police Assistant Chief, Dallas Police Department

I. Call to Order

II. Public Speakers

None

III. Approval of Minutes

- a. Approve Minutes from the June 6, 2023 Regular Civil Service Board Meeting.

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

IV. Hearing Item(s)

- a. A public hearing to receive comments regarding the proposed amendments to the current Code of Rules and Regulations of the Civil Service Board.

Chair Welch open the public hearing since there were no speakers registered to speak on the amendments.

- b. Rehire eligibility appeal hearing of Mark Calhoun, a former employee in the Dallas Water Utilities Department.

The Board considered information about Mr. Calhoun's previous employment with the City. After hearing from Mr. Calhoun, including information about his City employment and work history since leaving the City, the Board member Cole made a motion to approve Mr. Calhoun's re-hire eligibility appeal. Board member Smotzer seconded the motion.

The Board unanimously approved the motion.

V. Briefing and Discussion Item(s)

- a. Code of Rules and Regulations of Civil Service Board Revision Update.

Mr. Davis provided the Board with an update on the Civil Service Rules and Regulations Revisions. He pointed out that Civil Service compiled and provided the Board with all the public comments received by the due date, May 31, 2023. The rule revisions hearing was posted through internal communications to all City employees to provide them with an opportunity to inspect those changes, submit any questions, or register as a public speaker. Civil Service did not have any registered speakers. All the received written comments were compiled and presented to the Board.

Civil Service is planning to move forward and present the Rule Revisions at City Council's June's 28th meeting, for adoption by resolution.

Chair Welch thanked Mr. Davis for going through the process of getting out notices and receiving and organizing public comments. He recommended to attach all the comments received to the June's meeting minutes.

Vice-Chair Marshall-Henson expressed her concern about the comments received during the meeting and some attendees' desire to speak. Mr. Davis explained that Civil Service wanted to reaffirm that all the comments received by May 31, 2023 were compiled and sent to the Board, and that for every Civil Service meeting, there is a deadline for public speakers, and that was June 2nd and by the deadline there were no registered public speakers. Vice-Chair Marshall-Henson suggested to note that they were 23 attendees to this meeting to ensure them that they have been heard.

Board member Cole inquired about the Civil Service's ability to allow some of the attendees to speak, since Civil Service meetings never had this many attendees at a meeting. Chair Welch reopened the public hearing on this item; therefore, three attendees wished to speak during the public hearing: Zachary Knetzer and Chase Morris from Dallas Police Department, and Melissa Thompson from Dallas Water Department.

- b. Department Updates and Announcements.

Mr. Davis informed the Board that an event held by Development Services on May 10th generated 78 job seekers, resulting in 13 offers. A Mock Interview Session held on May 16th generated 20 participants, and the DeSoto Works Job Fair held on May 24th generated 45 job seekers.

VI. Action Items

- a. Adopt the amended Code of Rules and Regulations of the Civil Service Board

Board member Cole expressed her concern on the Civil Service's public invitation to compare the old rules to the new rules without providing any help on what rules were changed. Mr. Davis explained that for a period of 3 weeks Civil Service sent out internal communications to all City employees, advising them that there were changes to the rules. Considering how difficult is to do a compare between old rules and new rules, Civil Service compiled the summary of those changes where employees could understand the changes between the existing rules and the proposed rules. This had been the identical administrative rule process used in any other rule provision change.

Board member Cole inquired whether there was an opportunity before this meeting for the police officers to address the changes, or to provide comments on those changes. Mr. Davis assured her that the police department came before and presented their request to make those changes.

The Civil Service Department also conducted an internal professional validation of the benchmarking against other police departments in September of 2022.

Vice-Chair Marshall-Henson is hoping that the Dallas Police Department communicates with its employees why these rule and promotional changes were requested to the Civil Service Board and ensure that officers understand how the changes will impact the department.

Police Assistant Chief Shead joined the meeting and explained that DPD has multiple ways to communicate to employees through its public information office, and the Police Chief has updated videos where he talks to the associations' presidents. DPD's main focus is the quality of the individuals who are to become Senior Corporal trainers, and Lieutenants who actually become managers. It is very important that those individuals have the tenure and experience needed at those ranks.

Vice-Chair Marshall-Henson moved to adopt the amended Code of Rules and Regulations of the Civil Service Board as printed. Board member Smotzer seconded the motion. The Board voted four to two to approve the motion.

Voting Aye: Welch, Marshall-Henson, Mitchell, Smotzer

Voting Nay: Cole, Kutac

VII. Adjournment

Chair Welch adjourned the meeting at 10:48 a.m.



Terrence S. Welch, Aug. 1, 2023 31.53 CD11

ATTESTED



Terrence S. Welch, Aug. 1, 2023 31.53 CD11

APPROVED