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CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING

CITY SECRETARY  
DALLAS, TEXAS

2414

Tuesday, November 1, 2022

Chair Terrence Welch called the Board meeting to order at 9:45 a.m.

**Board members in Attendance:**

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

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Suzanne Knuppel, Assistant City Attorney, City Attorney's Office  
Ana Monzon, Executive Assistant, Civil Service Department  
Dawne Payne, Interim Manager, Civil Service Department  
Dr. Lisa Rainey, Manager, Office of Equity & Inclusion  
Catrina Shead, Police Assistant Chief, Dallas Police Department  
Dr. Lindsey Wilson, Director, Office of Equity & Inclusion

**1. INTRODUCCIONS**

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

*Item was deferred due to technical difficulties.*

**2. PUBLIC TESTIMONY**

*None*

**3. APPROVAL OF MINUTES**

Approve Minutes from the October 4, 2022 Civil Service Regular Board Meeting.

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

**4. HEARING ITEM(S)**

*N/A*

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

- a. City of Dallas Racial Equity Plan & Departmental Goals Overview

*Dr. Lindsey Wilson from the City of Dallas Office of Equity and Inclusion provided the Board with an overview of the City of Dallas Racial Equity Plan & Departmental Goals. She talked about the community engagement that has happened to establish all the measures and goals within the plan, and the way the Civil Service Department is helping to achieve those goals. She also talked about the communication transparency and accountability measures her team is working on to address the disparities seen in Dallas. She explained that a QR code has been created for the 2019 Dallas equity indicators' report; this QR code will help the City of Dallas to understand and address the disparities happening in education, economic opportunity, neighborhoods & infrastructure, justice, and government & public health.*

*Dr. Lindsey informed the Board that on March 24, 2021, the City Council adopted its first Racial Equity Resolution. That resolution called for the City to establish its first City Wide Racial Equity Plan. The OEI is currently in the process of posting this plan in the top 5 languages in the City of Dallas. The REP will provide City leaders with actionable levers by establishing mid-term and long-term goals to inspire and sustain their commitment to economic inclusion and shared prosperity. Some of the REP efforts include Spanish only events, refugee & immigrant focus groups, barbershop talks, Council Member Community Town Halls, Urban league: State of Black Dallas, The Concilio: Power of Latinos DFW Summit, Asian American & Chinese Chamber of Commerce, American Indian Community Conversation, Faith Forward Dallas, Cultural Centers, Libraries, Multi-purpose Centers, Dallas Truth, and Racial Healing Transformation (DTRHT), and Black Women in Non-Profit Leadership.*

*Dr. Rainey presented the REP's goals and Civil Service's progress measures which include key department actions, such as providing staffing and hiring, promotional solutions to client departments, overseeing hearing processes for employees to appeal charges of discrimination, and unfair application of rules and regulations. She also provided a timeline for Civil Service progress measures to be completed by December 2023.*

*Chair Welch sought clarification on the Civil Service Department progress measures deadlines. He wanted to know if Civil Service would receive any assistance from the OEI to complete those goals. Dr. Wilson explained that they will be working with various departments on the tracking and reporting of the information. Mr. Davis also explained that the CVS Department's progress measures are intentionally broad at this point because it is expected to be a long process. From a departmental perspective, Civil Service will move forward on diversity and equity in the workforce primarily through talent acquisition. Civil Service will work across with different department directors and hiring managers to create an exchange where best practices are shared and gathered around a collective strategy.*

*Board member Cole inquired when the Board should schedule a follow up and what they should look for. Dr. Wilson assured that OEI will be collaborating with the Board and suggested Spring for the next follow up. Mr. Davis agreed that Spring would be a good time to follow up with more concrete steps in terms of an action plan.*

*Vice-Chair Marshall-Henson inquired if this REP has been adopted by the City, and whether this plan will be included in every department director job description, measured goals, and yearly evaluation. Dr. Wilson explained that equity being a core value is within the City directors' yearly evaluation, and since this plan has touched every single City department, the OEI will be reporting who has and has not met their progress measures to the City Manager's Office.*

*Board member Newman expressed his concern on whether the City departments' participants have been trained or had an opportunity to speak with leadership, so they can meet the plan's expectations. Dr. Wilson explained that there has been some training that has happened through organizations. In addition, City departments have worked with OEI for the last four years on things like budgeting and equity. All City department directors are required to take an equity course.*

b. Trial Board Scheduling Update

*Mr. Davis thanked the Board for being responsive to Civil Service's continuous efforts to schedule Trial Board hearings. Civil Service's goal is to have all 12 pending hearings heard and scheduled by the end of June 2023, and continue working on establishing dates as new ones come in.*

c. FY 21-22, Q4 Departmental Scorecard

*Mr. Davis presented the Board with the FY 21-22, Q4 Departmental Scorecard. Requisition management shows an improvement of 70 days on time to hire across departments. CVS is preparing for a driver engineer test which concludes the CVS promotional activity for sworn ranks for the time being.*

*Chair Welch inquired whether the reduction in time to hire is due to the job offers made on-site at the job fairs. Mr. Davis acknowledged that attending hiring events has had a positive impact on the time to hire improvement; however, CVS is still analyzing data collected from the hiring events to determine the effectiveness and the ability to hire good talent more quickly, and the opportunities for improvement in the future.*

d. Departmental Updates and Announcements

*Mr. Davis informed the Board that CVS is currently supporting different departments at job fairs and hiring events. Code Compliance Mass Interview Event held on September 14<sup>th</sup>, generated 80 job seekers and 24 offers were made. CVS has been also supporting the Aviation Department in having Informational sessions about understanding and navigating the application process at the City of Dallas. Some other departments CVS is supporting include Dallas Animal Services, Development Services, and Dallas Water Department.*

*Dallas Fire Department Captain Assessment Center is currently in progress from October 31<sup>st</sup> through November 4<sup>th</sup>. CVS had a DFD Lieutenant written exam held at Kay Bailey Hutchison Convention Center on September 20<sup>th</sup>. There were 232 candidates scheduled; 194 candidates took the exam and 144 passed. DFD Driver Engineer posting closed October 14<sup>th</sup>. There were 427 candidates eligible to take the written exam scheduled on December 13<sup>th</sup>.*

*On November 13<sup>th</sup> CVS is celebrating Dawne Payne's 23 years of service to the City of Dallas.*

*Mr. Davis shared with the Board that he has been invited and accepted an invitation to host a webinar for the International Public Management Association for Human Resources.*


*Chair Welch announced the cancellation of the December 6<sup>th</sup> Regular Board meeting.*

e. January 2023 Regular Board Meeting Planning

*The Board agreed to postpone January 3rd Regular Board meeting to January 10<sup>th</sup>.*

ADJOURNMENT

Chair Welch adjourned the meeting at 10:35 a.m.

  
Jarrod Davis (Jan 27, 2023 06:58 CST)

ATTESTED

  
Terrence S. Welch (Jan 26, 2023 11:08 CST)

APPROVED