



**CIVIL SERVICE BOARD MINUTES  
REGULAR BOARD MEETING**

2429  
Tuesday, November 7, 2023

**Board members in Attendance:**

Terrence Welch, Chair  
Kyla G. Cole  
Pam Gerber  
Angela Kaye Kutac  
Chris Leal  
Curtis Pierre

**Absent:**

Bridgett I. Mitchell

**Appellant:**

Toni Edwards

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Ana Monzon, Executive Assistant, Civil Service Department  
Laura Morrison, Assistant City Attorney IV

CITY SECRETARY  
DALLAS, TEXAS

2024 JAN 10 AM 10:06

RECEIVED

I. Call to Order

*Chair Welch called the Board meeting to order at 9:43 a.m.*

II. Board Member Introductions

*Chair Welch introduced Ms. Pam Gerber, Mr. Pierre Curtis, and Mr. Chris Leal, all of whom are new Civil Service Board Members appointed by City Council.*

III. Public Speakers

N/A

IV. Approval of Minutes

- a. Approve Minutes from the August 1, 2023 Regular Civil Service Board Meeting.

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

V. Hearing Items

- a. Hear the rehire eligibility appeal of Ms. Toni Edwards, a former employee in the Sanitation Department.

*The Board considered information about Ms. Edwards' previous employment with the City. After hearing from Ms. Edwards, including information about her City employment and work history since leaving the City, Board member Cole made a motion to postpone Ms. Edwards' re-hire eligibility hearing until she provides the Board with additional documentation regarding the incident that led to her discharge. Board member Pierre seconded the motion. The Board unanimously approved the motion.*

VI. Briefing and Discussion Item(s)

- a. FY 23 Sworn Hiring Overview

*Mr. Jarred Davis provided the Board with a FY23 Sworn Hiring Overview. He explained the Civil Service Mission which is to employ and retain the best and brightest workforce, as well as enhancing the vitality and quality of life for all in the Dallas community. He also explained that the Civil Service functions are divided in three units: Recruiting & Examining, Test Validation an Assessment, and Administration. He also talked about the Civil Service's Strategic Focus Areas, journey principles, and the Civil Service Talent Imperatives. Mr. Davis informed the Board that Civil Service is currently in the stages of identifying and pursuing a path with the Dallas College and other educational partners to develop pipelines into certain careers and apprenticeship skilled trades. Civil Service has also adopted a Racial Equity Plan, the first ever in the City of Dallas.*

- b. Trial Board Assignments and Process Overview

*Mr. Davis reported that Civil Service has overcome a major backlog of Trial Board and Administrative Law Judge hearings due to COVID, suspension of Boards and Commissions meetings, and Governor regulations. With the exception of three trial board hearings, Civil Service has set the dates for all the appeals received.*

c. Q4 Departmental Scorecard

*Mr. Davis informed the Board that Civil Service is in the process of getting ready to request a new testing vendor that will assist with the next round of promotions.*

d. Department Updates and Announcements


*Mr. Davis informed the Board that the Recruitment & Examining Unit participated on several hiring events and job fairs on September 7, 14, 15, 21, 28, and October 7, 23, & 27. The Test Validation Unit held two Candidate Physical Ability Test sessions on October 14, 16, 17, 18, 19, 20 & 21, and administered the Police Senior Corporal Written Exam on November 7, 2023 where 450 candidates were scheduled to take the exam.*

VII. Actions Items

N/A

VIII. Adjournment

Chair Welch adjourned the meeting at 11:05 a.m.

  
Jarred Davis (Jan 9, 2024 16:06 CST)

**ATTESTED**

  
Terrence S. Welch (Jan 9, 2024 14:55 CST)

**APPROVED**