



**CIVIL SERVICE BOARD MINUTES
REGULAR MEETING**

2397
Tuesday, January 4, 2022

Chair Terrence Welch called the Board meeting to order at 9:40 a.m.

Board members in Attendance:

Terrence Welch, Chair
Chandra Marshall-Henson, Vice-Chair
Kyla G. Cole
Shana Hope Khader
Angela Kaye Kutac
Joan D. Smotzer

Absent:

Dr. Glynn E. Newman

Staff in Attendance:

Jarred D. Davis, Director
Ana Monzon, Executive Assistant
Laura Morrison, Senior Assistant City Attorney
Ashley Rucker, Manager III

1. PUBLIC TESTIMONY

None

2. APPROVAL OF MINUTES

Approve Minutes from the December 7, 2021 Civil Service Regular Board Meeting

Vice-Chair Marshall-Henson moved to accept the minutes as printed. Board member Khader seconded the motion. The Board unanimously approved the motion.

3. HEARING ITEM(S)

None

4. BRIEFING & DISCUSSION ITEM(S)

- a. FY 20-21 Civil Service Board Annual Report Draft Revisions

Mr. Davis explained to the Board that some of the Annual Report's drafting delays are related to COVID, but he will be working over the next couple of days with the graphic designer to graphically build out the report's information. He shared he plans to electronically send out to the Board an Annual Report first draft by January 11st and a second one by January 20th for feedback and review. The final draft is to be presented to the Board for approval at the February meeting.

- b. FY 21-22 Priorities and Initiatives

Mr. Davis presented the Board with the Civil Service Priorities and Initiatives for the Fiscal Year 21-22. He went over the CVS' Recruitment & Examining, Test Validation, and Administration units, as well as their strategic focus areas.

Mr. Davis stated that FY 2021 priorities include Talent Attraction, Talent Assessment, and Operational Excellence, which are based upon and in support of CVS' strategic focus areas. He further explained that CVS' focus in 2021 was to maintain department operations considering ongoing COVID challenges. He also shared some of the FY 2021 outcomes and the work needed to be done as CVS moves forward.

Mr. Davis also laid out the CVS 2022 priorities. He explained that some of those priorities are restated and they need to be further developed and implemented in the current fiscal year. Mr. Davis believes that CVS will be able to meet its hiring target numbers if CVS focuses on critical hard-to-fill positions and engage hiring managers around the consultation process.

Chair Welch expressed his concern regarding the time a manager takes to hire a candidate after CVS has completed its portion of the hiring process. He asked Mr. Davis what kind of managerial training CVS will be developing to shorten the full-cycle recruitment time. Mr. Davis explained that CVS will not only look at training, but also look at requisition age reports; if no action is taken against a requisition, that requisition will be cancelled due to inactivity. This action will encourage the hiring manager to speed up the hiring process for that requisition.

Board member Cole inquired Mr. Davis about the FY 2021 priorities no longer included on the FY 2022 priorities' list. She sought clarification from Mr. Davis on whether those priorities were completed and asked him to report on the work done on each one. If some of those priorities were not completed or partially completed, she requested those priorities to be stated as FY 2022 priorities.

Board member Khader suggested for FY 2022 priorities, to list measurable outcomes, tie those outcomes to specific priorities, provide some assessment on the work done, and indicate which are ongoing priorities. She recommended to include a statement regarding Trial Board hearings, and their backlog status. She also would like to see Trial Board hearings listed as a priority for FY 2022 fiscal year.

Mr. Davis will make sure that FY 2021 priorities tie with FY 2022 priorities and he will assess their outcomes and are restated when and where necessary. Mr. Davis assured the Board that CVS will look at its resources internally to make sure those resources are aligned to support CVS' priorities and will provide the Board with quarterly progress updates on CVS' stated priorities.

c. Trial Board Revised Protocols

Mr. Davis provided the Board with an update on Trial Board Revised Protocols. He reported that CVS currently has 13 pending Trial Boards and 3 Administrative Law Judge hearings. Since October, the department began to explore hybrid hearing options to address the backlog.

Mr. Davis informed the Board that beginning February 2022, CVS will begin reaching out to appellants for hybrid options. CVS staff will review and update any documentation to include hybrid hearing provisions and identify and begin securing any additional physical and technical resources needed to support and facilitate hybrid virtual hearings.

Board member Khader questioned Mr. Davis about what the protocols would be for hybrid meetings. Mr. Davis will take into consideration all suggestions from the Board and look at the current virtual hearing's protocols from a physical perspective. Mr. Davis will add this topic to the February's meeting for further discussion.

d. Departmental Updates and Announcements


Mr. Davis announced that the MLK Celebration Workforce and Education Opportunity Virtual Job Fair will take place on January 12; the Fire Rescue Officer Trainee Opened on December 19, and will close on January 29, 2022, with 367 applicants currently.

He informed the Board that the Fire Prevention exams were completed. The Assessment Centers will be on the following dates: Lieutenant - January 12, 2022, Captain - January 13, 2022, Section Chief - January 14, 2022, and the Fire Prevention Promotional scores will be posted on January 31, 2022.


DPD announced Lieutenant on September 15, Sergeant on November 2 and will announce Senior Corporal on December 22. The exam for DPD Lieutenant will be held at the Convention Center with 228 scheduled candidates. For the Sergeant's written exam there are 330 candidates. Both exams will be January 31, 2022.

ADJOURNMENT

Chair Welch adjourned the meeting at 11:07 a.m.


Jarred Davis (Feb 3, 2022 15:31 CST)

ATTESTED


Terrence S. Welch (Feb 1, 2022 17:28 CST)

APPROVED