

Regular Meeting of the Dallas Civil Service Board

**Present:**

Vice-Chair Flora Hernandez, Chandra Marshall-Henson, Lorraine Montemayor, Nirav Sanghani, Terry Welch, David Wiley

**Absent:**

Chairman Dr. Troy Lee Coleman

**Attendees:**

Dudley Griggs, Sr. IT Manager, Communications and Information Services  
Jennifer Huggard, Senior Assistant City Attorney  
Islam Pavel, Sr. IT Manager, Communications and Information Services  
Bert Vandenberg, Senior Assistant City Attorney

**Civil Service Department Staff:**

Jarred D. Davis, Director  
Temitayo Lawal, Test Validation Specialist  
Pamela McDonald, Interim Assistant Director  
Ana Monzon, Executive Assistant  
Dawne Payne, Employment Analyst  
Erin Smith, Test Validation Specialist  
Andy Yurkon, Test Validation Administrator

The meeting was called to order at 9:30 a.m.

**AGENDA ITEM 1 – Approve the minutes of the Tuesday, February 5, 2019 regular meeting**

Mr. Welch made a motion to amend Agenda Item 4 to include the time for an executive session. The paragraph now reads: "After hearing from Mr. Ogilvie, including information about his City employment and work history since leaving the City, the Board went into executive session at 10:13 a.m. to receive advice from its attorney, and returned at 10:42 a.m., no action taken".

The Board unanimously approved the minutes as amended.

**AGENDA ITEM 2 – Criminal History Screening Matrix Update-Jennifer Huggard, City Attorney's Office**

Jennifer Huggard from the City Attorney's Office briefed the Board on the conviction matrix. She informed the Board the purpose of the criminal history screening matrix is for Human Resources to review a candidate's eligibility for hire after a conditional offer for employment has been made.

The Board went into closed session to discuss the criminal history screening matrix update and rehire eligibility criteria as authorized by Section 551.074 of the Texas Open Meetings Act. (Executive session from 9:39 a.m. to 10:40 a.m.)

Vice Chair Hernandez requested that Mr. Davis consult with Human Resources and find an appropriate way to update the matrix and report back to the Board.

**AGENDA ITEM 3 – Rehire Eligibility Criteria- Jennifer Huggard, City Attorney's Office**

Vice-Chair Hernandez presented the Board Members with separation information from different Cities for departing employees which includes the rehire eligibility appeal process. Ms. Hernandez stated it is incumbent upon the Board to define what the City of Dallas wants, and the type of communication employees would receive as they depart from the City. Mr. Welch suggested staff put an item on the agenda to discuss, consider, and possibly take action regarding both the rehire eligibility criteria and updating the Civil Service Rules.

**AGENDA ITEM 4 – NEOGOV/Workday (compare/contrast) update**

Pavel Islam, CIS IT Portfolio Manager and Dudley Griggs, Interim Assistant Director-CIS, presented an overview and update of the Workday Human Capital Management System (HCMS) implementation project. Mr. Islam provided the background for and objective of the project from 2015 to present. Mr. Islam stated that the first phase of the implementation includes the bulk of the systems modules (including core HR [HCM], payroll, recruiting, on-boarding, time-tracking, absence management, compensation, and benefits) with a tentative go-live date of January 2020. The project is on-track to meet this deadline; however, the executive committee of the project (which includes the City Manager, Chief Information Officer and Chief Financial Officer) continues to evaluate the progress of the project and may decide to change the go-live date to ensure proper implementation. The implementation team is currently refining the test system (tenant) and preparing for end-to-end testing.

Mr. Griggs assured the Board that the current applicant tracking system (Neogov) would remain in use until the Recruiting module of Workday goes live. Mr. Islam and Ms. Payne reviewed the current functionality of the Neogov system and provided a gap analysis regarding the functionality of Workday. Mr. Davis expressed that Civil Service will also be taking this opportunity to improve the services that the department provides to its clients by leveraging the Workday system to its fullest to operate efficiently in a 21<sup>st</sup> century environment.

**AGENDA ITEM 5 – Director's Report**

Mr. Davis briefed the Board on his 90-day onboarding plan as the newly appointed Civil Service Director. The plan covered the three-fold objectives to be achieved in his first 90 days. The plan included steps and plan to understand and identify the operational priorities and needs, understand and identify departmental functional needs, and identify changes and barriers to ensure successful strategy implementation. The Board requested a copy of the presentation be circulated electronically. Mr. Davis committed to coming back before the Board to offer a full briefing covering his findings and direction before moving forward.

**AGENDA ITEM 6 – Designate panel members for Trial Board Hearings**

Vice-Chair Flora Hernandez designated Lorraine Montemayor to chair the April 5 Trial Board hearing of Eric Pogue. Adjunct panel members will be Glynn Newman and John Brent Beckert.

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**AGENDA ITEM 7 – Department News**

Mr. Davis recognized Shari Mallet and Norma Verino for their 6 and 5 years of service respectively.

**Note:** For more information on the discussion of any issue heard during this meeting, refer to the transcript retained in the Civil Service Department.

There being no further business, the Civil Service Board meeting adjourned at 12:25 p.m.

**(A complete transcription of this meeting is available)**

  
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