



**CIVIL SERVICE BOARD MINUTES
REGULAR MEETING**

**2362
Tuesday, January 7, 2020**

The Civil Service Board convened in a regularly scheduled meeting on Tuesday, January 7, 2020 at the Civil Service Board Room located at 1500 Marilla St., Suite 1 C – South, Dallas, Texas.

Chair Terrence Welch called the Board meeting to order at 9:32 a.m.

Board members in Attendance:

Terrence Welch, Chair
Chandra Marshall-Henson, Vice Chair
Shana Khader
Lorraine G. Montemayor
Dr. Glynn E. Newman
Gwendolyn W. Satterthwaite
Kendall W. Scudder

Attendees:

Bert Vandenberg, Assistant City Attorney

Staff in Attendance:

Jarred D. Davis, Director
Pamela McDonald, Manager
Ana Monzon, Executive Assistant

1. PUBLIC TESTIMONY

Hear Public testimony on the following agenda items: Approval of Minutes, Hearing item(s), and Action item(s).

None.

2. APPROVAL OF MINUTES

Approve Minutes from the November 5, 2019 Civil Service Board Regular Meeting

Board Member Scudder moved to adopt the minutes as amended. Board member Satterthwaite seconded the motion. The Board unanimously approved the motion.

3. HEARING ITEM(S)

Hear the rehire eligibility appeal of Mr. Kenneth Murphy, a former employee in the Dallas Fire-Rescue Department.

Mr. Murphy was not able to attend the hearing due to illness. Board member Scudder moved to postpone Mr. Murphy's rehire eligibility appeal hearing until the February 4, 2020 regular board meeting. Vice-Chair Marshall-Henson seconded the motion. The Board unanimously approved the motion.

4. BRIEFING ITEM(S)

a. Civil Service Departmental Metrics and Performance Indicators.

Secretary Davis briefed the Board on the elements and the reporting frequency of the department's metrics and performance indicators. After discussion about the differences between requisitions versus vacancies, Board member Khader suggested using requisitions filled versus vacancies filled. Secretary Davis committed to providing the FY 19-20 Q1 Metrics at the February 4, 2020 meeting.

Board member Montemayor requested an overview of Test & Validation Unit's job analysis process and projects. Secretary Davis committed to providing the briefing during the February 2020 regular meeting.

Board member Satterthwaite requested a departmental organizational chart, outlining different functional aspects of the department. Board member Khader requested this chart be delivered in March 2020.

b. 2018-2019 Departmental Annual Report

Board member Scudder requested a Table of Contents be included in the Annual Report, information about previous Board members, explanations about how hearings are designated, and how the rotation process works.

Board member Khader requested the Board adopt a timeline for the FY 19-20 annual report development timeline at the February 4, 2020 regular meeting.

5. DISCUSSION ITEM(S)

Civil Service Rules Revision Update

The Board discussed the need to reinstate Review Rules Revisions Subcommittee during February 4, 2020 Board meeting. Chair Welch stated he would appoint new members to this subcommittee at that time.

6. ACTION ITEM(S)

N/A

7. DIRECTOR'S OPERATIONAL REPORT

- a. Operational Report Highlights
- b. Special Presentations & Announcements

ADJOURNMENT

Chair Welch adjourned the meeting at 1:25 p.m.



ATTESTED



APPROVED