



**CIVIL SERVICE BOARD MINUTES
REGULAR MEETING**

**2352
Tuesday, May 7, 2019**

The Civil Service Board convened in a regularly scheduled meeting on Tuesday, May 7, 2019 at the Civil Service Board Room located at 1500 Marilla St., Suite 1 C – South, Dallas, Texas.

Chair Coleman called the Board meeting to order at 9:30 am.

Board members in Attendance:

Dr. Troy Lee Coleman, Chair
Flora M. Hernandez, Vice-Chair
Shan Hope Khader
Chandra Marshall-Henson
Lorraine G. Montemayor
Terrence Welch
David L. Wiley

Attendees:

Odell Duesette, Appellant
Kanesia Williams, City Attorney

Staff in Attendance:

Jarred D. Davis, Director
Pamela McDonald, Interim Assistant Director
Ana Monzon, Executive Assistant
Andy Yurkon, Test Validation Administrator

I. APPROVAL OF MINUTES

- i. Approval of Minutes of the April 2, 2019 Civil Service Regular Board Meeting

Board Member Hernandez made a motion to correct a typo on Item No. 4. After the correction was made, the Board unanimously approved the minutes.

II. HEARING ITEMS

- i. Hear the appeal of Odell Duesette, a current employee with the Sanitation Department to be eligible for Classified Civil Service Positions.

The Board heard the appeal of Odell Duesette. The Board considered information about Mr. Duesette's previous and current employment with the City. After hearing from Mr. Duesette, Board Member Hernandez made a motion to approve Mr. Duesette's appeal to be eligible to apply for Classified Civil Service Positions. Board Member Wiley seconded the motion. The Board unanimously approved Mr. Duesette's appeal.

III. BRIEFING ITEMS

- i. Fiscal Year 18-19 mid-year Civil Service budget briefing.
ii. Fiscal Year 19-20 & Fiscal Year 20-21 Civil Service Budget development process

Ms. Tonya Sneed, Budget Analyst, briefed the Board on the Civil Service Department's mid-year budget expenditures and variances to the base budget. Ms. Sneed's also brief Board members on the City's budget development process for fiscal years 2019-20 and 2020-21.

IV. DISCUSSION ITEMS

- i. Rules Revision Subcommittee Update

Board Member Welch provided an updated on the progress of the work taking place in the Rules Revision subcommittee. He disclosed due the scope of the work to be accomplished, it is unlikely the subcommittee will have a final report ready for the June's meeting/workshop.

V. ACTION ITEMS

- i. Review and adopt Trial Board chair rotational schedule for the remainder of Fiscal Year 18-19

After discussion and questions about how trial Boards are rotated, Board Member Welch motioned to accept the 18-19 rotational schedule. Board Member Marshall-Henson seconded the motion. Motion passed unanimously.

- ii. Designate panel members for Trial Board Hearings

Board Member Hernandez made the motion to accept designate panel members as listed on page 58 of the Board packet. Board Member Welch seconded the motion. Motion passed unanimously.

VI. DIRECTOR'S OPERATIONAL REPORT

- i. April 2019 Board Report Highlights
iii. Staff Announcements

Board Member Hernandez requested more robust departmental reporting. Ms. Hernandez specifically explained she and the Board were accustomed to more reporting. By way of example, she explained

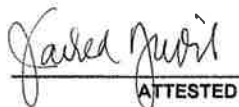
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quarterly the Board was furnished a Time to Hire Report, Service Level Agreement Reports, and Validation Job Analysis Progress reports. Ms. Hernandez stated that the Board received monthly data from the Recruitment and Examining Division regarding the number and age of open requisitions by department, a report giving the performance of the department's ability to meet service level agreements and a quarterly time to hire report. The Board also received reports from Test and Validation regarding Job Analysis and Test Development.

Mr. Wiley commented that the past should not necessarily be a prerequisite for the current reporting needs, but it would be helpful for Mr. Davis to review past reports and create a check list of reports that may be helpful and reports that Board should come to expect. Mr. Davis committed to reviewing those reports and reporting back to the Board accordingly. Mr. Davis expressed his desire to create a Civil Service dashBoard to track the departments performance.

ADJOURNMENT

Chair Coleman adjourned the meeting at 11:54 a.m.



ATTESTED



APPROVED

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