



**CIVIL SERVICE BOARD WORKSHOP
MINUTES**

2355
Tuesday, August 6, 2019

The Civil Service Board convened in a regularly scheduled meeting on Tuesday, August 6, 2019 at the Meadows Conference Center located at 2900 Live Oak Street, Dallas, Texas 75204.

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

Absent:

Terrence Welch
David L. Wiley

Board members in Attendance:

Dr. Troy Lee Coleman, Chair
Flora M. Hernandez, Vice-Chair
Shana Hope Khader
Chandra Marshall-Henson
Lorraine G. Montemayor

Attendees:

Bert Vandenberg, City Attorney

Staff in Attendance:

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

I. APPROVAL OF MINUTES

- i. Approval of Minutes from the May 7, 2019 Regular Board Meeting & June 4, 2019 Board Workshop

The Board unanimously approved the minutes.

II. TRAINING ITEMS

- i. Board Member Training, Project Partners, Corinne Flagome.

Ms. Flagome presented "How to be effective Public Board and Commission Member". She went on to discuss and summarized the main responsibilities for Board members: approving budget, evaluating department performance, verifying compliance with ethical rules, evaluating existing rules as necessary, share understanding of metrics, drafting policies, oversight of the Executive Director, leadership, and adjudication of hearings.

Board members formed three groups to discuss their roles and agreed on the following findings: to be effective as Board members they need to be prepared and present to steer the department to be more effective and efficient.

According to their conclusions, the next steps would be to work on establishing more communication between staff and Board, asking questions to the Secretary, identify what the Board needs to evaluate metrics and reporting, keep accountability to share goals, and building consensus to move as body.

III. BRIEFING ITEMS

- i. Briefing of the Civil Service Director's FY19-20 Department Goals & Action Plan

Mr. Davis briefed the Board on his FY 19-20 Strategic Action Plan. The plan identified three primary focus areas. They were Talent Attraction, Talent Assessment and Operational Excellence. The Board verbalized support for the strategic plan and operational direction. Mr. Davis further explained he next would work with Civil Service staff to set operational priorities and preliminary key performance indicators (KPI's) to meet the elements of the action plan and measure progress. Mr. Davis committed to briefing the Board during its October 2019 meeting.

IV. DIRECTOR'S OPERATIONAL REPORT

- i. Recruitment and Examining Update
ii. Test and Validation Update
iii. Administration Update
iv. Department Announcements

ADJOURNMENT

Chair Coleman adjourned the meeting at 12:42 pm.


ATTESTED


APPROVED