



CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING

2364  
Tuesday, February 4, 2020

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  
Dr. Glynn E. Newman  
Gwendolyn W. Satterthwaite  
Kendall W. Scudder

**Absent:**

Lorraine G. Montemayor

**Attendees:**

Casey Burgess, Executive Assistant City Attorney  
Bert Vandenberg, Senior Assistant City Attorney  
Jennifer Huggard, Executive Assistant City Attorney  
Chief Debra Mullins, Dallas Fire Department  
Kenneth Murphy, Appellant

**Staff in Attendance:**

Jarred D. Davis, Director  
Pamela McDonald, Manager  
Ana Monzon, Executive Assistant  
Swadeep Patel, Test Validation Analyst  
Andrew Yurkon, Test Validation Administrator

**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 January 7, 2020 Civil Service Board Regular Meeting

*Vice-Chair Marshall-Henson motioned to accept the minutes as printed. Board member Newman 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.

*The Board heard the rehire eligibility appeal of Kenneth Murphy. The Board considered information about Mr. Murphy's previous employment with the City. After hearing from Mr. Murphy, Board Member Satterthwaite made a motion to allow Mr. Murphy to reapply for civil service employment with the City, except for positions in the Fire and Police Departments. Vice-Chair Marshall-Henson seconded the motion. The Board voted four to one to approve the motion.*

*Voting Aye: Satterthwaite, Welch, Marshall-Henson, Newman  
Voting Nay: Khader*

**4. BRIEFING ITEM(S)**

a. Test and Validation Job Analysis Process Overview

*Mr. Andrew Yurkon briefed the Board with a Test and Validation Job Analysis Process Overview. He explained its purpose, selection/test development, recruitment, training and development, workforce planning, compensation analysis, legal significance, and the overall benefits.*

b. FY 19-20 Q1 Civil Service Performance Metrics

*Mr. Davis briefed the Board on the FY 19-20 Q1 Civil Service Performance Metrics report. Board member Satterthwaite suggested to add pertinent Test and Validation unit project information under Talent Assessment and Testing to future reports.*

**5. ACTION ITEM(S)**

a. Adopt the 2018-2019 Civil Service Annual Board Report

*Vice-Chair Marshall-Henson motioned to adopt the Annual Report as printed. Board member Satterthwaite seconded the motion. The Board unanimously approved the motion.*

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CHANDRA MARSHALL-HENSON

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a. Adopt the 2019-2020 Civil Service Annual Board Report Development Timeline

*The Board agreed to place the 2019-2020 Civil Service Annual Board Report Development as a discussion item on the August 4, 2020 regular board meeting agenda.*

*Board member Satterthwaite suggested the department circulate a draft version of the annual report with the December regular Board meeting materials. After further discussion, Mr. Davis agreed to provide a draft version of the annual report with the December 2020 regular Board meeting materials.*

b. Chair appointment of Rules Revision Subcommittee Members

*Chair Welch appointed Board members Shana Khader and Gwen Satterthwaite to the Rules Revision Subcommittee.*

*Chair Welch thanked Executive Assistant City Attorney Jennifer Huggard, Assistant City Attorney Bert Vandenberg, and Board Secretary Jarred Davis for their work on the rules revisions.*

6. DIRECTOR'S OPERATIONAL UPDATE

Operational Highlights & Announcements

ADJOURNMENT

Chair Welch adjourned the meeting at 1:05 p.m.

  
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ATTESTED

  
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APPROVED