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CIVIL SERVICE BOARD MINUTES  
REGULAR BOARD MEETING

2023 MAY -2 PM 2: 29

2420  
Tuesday, March 7, 2023  
CITY SECRETARY  
DALLAS, TEXAS

Chair Terrence Welch called the Board meeting to order at 9:35 a.m.

**Board members in Attendance:**

Terrence Welch, Chair  
Chandra Marshall-Henson, Vice-Chair  
Angela Kaye Kutac  
Bridgett I. Mitchell  
Joan D. Smotzer

**Absent:**

Kyla G. Cole

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Jennifer Huggard, Assistant City Attorney V  
Ana Monzon, Executive Assistant, Civil Service Department  
Laura Morrison, Assistant City Attorney  
Dawne Payne, Interim Manager, Civil Service Department

I. Call to Order

II. Public Speakers

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

*None*

III. Approval of Minutes

- a. Approve Minutes from the February 7, 2023 Regular Civil Service Board Meeting.

*Board member Smotzer moved to accept the minutes as printed. Vice-Chair Marshall-Henson seconded the motion. The Board unanimously approved the motion.*

IV. Hearing Item(s)

*None*

V. Briefing and Discussion Item(s)

- a. Civil Service Rules Revisions and Next Steps

*Mr. Davis requested the Rules Revisions' draft version approval from the Board. Mr. Davis informed that Board that he will start working with the City Manager's Office assigned liaison to identify the appropriate Council Committee to brief the changes. He also informed the Board that there will be a hearing to hear comments from the public. Pending the Board's approval, Mr. Davis will start circulating the changes to City's management and City's associations, so any additional feedback can be received. There will be a briefing with the designated Council Committee before a final approval, then the Rules Revisions would go back to Council for adoption by resolution.*

- b. Trial Board and Administrative Law Judge Hearings Update

*Mr. Davis was informed the Board that Civil Service has scheduled and cleared out the pending hearings backlog from COVID.*

*Chair Welch thanked Mr. Davis, Board members, and staff for getting the pending hearings done quickly.*

- c. Department Updates and Announcements

*Mr. Davis reported that Civil Service's Trades hiring event held on February 15<sup>th</sup> generated 215 job seeker and 43 offers; a How to Apply Presentation held on February 23<sup>rd</sup> generated 6 participants; and a DWU Distribution Job Fair held on February 23<sup>rd</sup> generated 32 job seekers and 8 offers.*

*Chair Welch was thanked to Mr. Davis and the Civil Service staff for the job fairs attended and the job offers made on the spot.*

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VI. Action Items

- a. Approve Civil Service Rules Revisions

*Vice- Chair Marshall-Henson made a motion to approve the Civil Service Rules Revisions as presented. Board member Smotzer seconded the motion. The Board unanimously approved the motion.*

VII. Adjournment

Chair Welch adjourned the meeting at 9:55 a.m.

  
Jarred Davis (May 2, 2023 14:12 CDT)  
**ATTESTED**

  
Terrence S. Welch (May 7, 2023 14:10 CDT)  
**APPROVED**