

Meeting of the Civil Service Board

**Present:** Vice-Chair Steve Sanderfer, F. Ray Hill, Marvin M. Lane, Jr., Pat Parrish

**Absent:** George L. Allen, Jr., Joseph L. Phifer, Alicia Voltmer

**Attendees:**

Cynthia Bustillos, Grievant  
Debra Carlin, Assistant Chief-Fire Marshall - Dallas Fire-Rescue  
Derrick Cherry, Hearing Witness  
James Coronado, Citizen  
Julie Kumar, Hearing Witness  
Rebecca Matthews, Hearing Witness  
Jason McClain, Assistant City Attorney  
Janice Moss, Senior Assistant City Attorney  
Ayeh Powers, Assistant City Attorney  
Lorenzo Salazar Hearing Witness  
Diana Salinas, Hearing Witness  
Kevin F. Sipes, Deputy Chief - Fire Prevention, Education and Inspection  
Tom Taylor, Grievance Committee – Dallas Fire Fighter’s Association  
Roderick Tolor, City Employee

**Civil Service Department Staff:**

Michelle Hanchard, Assistant Director  
Sheneice Hughes, Test Development and Validation Coordinator  
Mildred Laird, Sr. Human Resources Analyst  
Patricia Marsolais, Secretary to the Civil Service Board  
Kimberly Martin, Sr. Human Resources Analyst  
Pamela McDonald, Manager – Examining and Recruitment Division  
Dawne Payne, Sr. Human Resources Analyst  
Martha Santos, Executive Assistant  
Joyce Truelove, Sr. Human Resources Analyst  
Joanne Ung, NEOGOV Project Manager

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The meeting was called to order at 8:35 a.m.

The Board unanimously approved the minutes of the Thursday, January 3, 2008 regular meeting. Board Member Parrish abstained from voting on this.

The Board approved the Fiscal Year 2006-2007 Annual Report. It will be forwarded on to the Mayor and City Council as required by statute.

The Board entered into executive session from 8:38 a.m. to 9:05 a.m. under section 551.071 of the Texas Open Meetings Act to consult with and receive legal advice from the City Attorney on the investigation into possible violations of the City Charter and privacy of City employees and general applicants regarding application data and related information by City Manager Mary Suhm, Assistant City Manager Jill Jordan and Human Resources Director David Etheridge.

After coming out of executive session the Vice-Chair announced that the Board had been advised that after four months of requests that the Board will not be given outside counsel for its investigation. The Vice-Chair added that despite the City Manager's participation in the investigation and the City Council's knowledge of it during this time that the investigation must be authorized by the City Council. The Vice-Chair expressed his confusion at this development. Board Member Lane recommended inviting City Manager Mary Suhm to have a conversation with the Board. The Board will provide her with a list of specific matters they'd like to discuss. The issue is to ensure adherence to the City Charter and to improve the process for the betterment of the City and its employees. The Vice-Chair indicated that it was his impression from reading the City Manager's responses to the Board's questions that she is trying to narrow the issues to the NEOGOV workforce management system. He believes this is an injustice to what the Board is trying to do.

The Board initiated the grievance appeal hearing of Dallas Fire Prevention Lieutenant Cynthia Bustillos alleging the misapplication of Civil Service Rule VIII Conduct of Examinations Sections 2 and 3D in the administration of the 2007 Fire-Rescue Prevention Captain's promotional examination. After dropping the grievance issue relating to the "wave card" and listening to the grievant present her opening statement, there was a lengthy discussion as to whether the Board could grant the remedy the grievant was requesting, it was ascertained that it did not have the authority. The Board voted to find for the City and dismiss the grievance.

There being no further business before the Board, the meeting was adjourned at 10:10 a.m.

**(A complete transcription of this meeting is available)**

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**ATTESTED**

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**APPROVED**