

Meeting of the Civil Service Board

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

Attendees:

Robert Bailey, Assistant Chief, Dallas Fire and Rescue Department  
Michael Buehler, President, Dallas Fire Fighters Association  
Debra Carlin, Assistant Chief, Dallas Fire and Rescue Department  
Ken Dorsett, Assistant Chief, Dallas Fire and Rescue Department  
Margaret Dukes, Rehire Appeal Applicant  
David Etheridge, Director of Human Resources  
Jason McClain, Assistant City Attorney  
Kay Sheets, Office Manager/Staff Representative, Texas Public Workers Association  
David Williams, Dallas Fire and Rescue Department  
Margaret Wright, Assistant Director of Human Resources

Civil Service Department Staff:

Randall Carman, Senior Human Resource Analyst  
Michelle Hanchard, Assistant Director  
Sylvia Littleton, Executive Assistant  
Patricia Marsolais, Secretary to the Civil Service Board  
Pamela McDonald, Senior Human Resource Analyst  
Martha Santos, Management Assistant

The meeting was called to order at 8:30 a.m.

Ron Chapman, Jr. suggested one amendment to the minutes. In the next to the last paragraph, he requested a line be changed from "Mr. Chapman raised concerns about having an appeal process" to "Mr. Chapman raised concerns about having a formal appeal process for performance appraisals." The minutes were unanimously approved as amended.

The Board heard the rehire appeal of former Police Department employee Margaret Dukes. The Vice-Chair asked Ms. Dukes why she hadn't appeared as scheduled at the previous month's meeting. Ms. Dukes indicated that an unplanned meeting arose at her workplace that she was required to attend. After considering Ms. Dukes' explanation and the information she provided for the Board's review, the Board voted unanimously to deny her request to reapply for City positions.

The Dallas Fire and Rescue Department proposed extending the current Driver Engineer (DE) eligibility list from twelve to eighteen months. Chief Dorsett speaking for Chief Abraira who was out of town indicated that this would bring the DE list into line with their other 18-month promotional lists. Chief Dorsett said that Chief Abraira had met with the Fire Associations and believed they had a favorable opinion of this request. The Board unanimously approved the request to extend the DE list for an additional six months.

Human Resources Director David Etheridge and Assistant Director Margaret Wright provided the Board with an update on the Civil Service/Human Resources Efficiency Task Force recommendations. Mr. Etheridge passed out a revised time line to Board members which shows that 24 months from this past March they hope to have all of the "coaching and supervisory" training complete. Mr. Etheridge described the City University concept that he is working on which would represent an organizational development plan for all employees. They anticipate the development of curriculum tracks for all employees in the City with training opportunities linked to them. The goal is ultimately to create a career path for every employee in the City.

Mr. Lane inquired as to when the Board will see a time line on the training video and the Personnel Rule handbooks. Margaret Wright said she was hesitant to begin the Spanish translation of the rules until the amended rules have been passed by the City Council. As in the previous meeting, Mr. Lane asked again why the translation could not begin on the rules not being revised. Ms. Wright said she would talk with Assistant City Attorney Janice Moss about that. Mr. Lane suggested to Mr. Etheridge that the

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task force or performance management subcommittee be reconvened to clarify some of the outstanding questions Mr. Etheridge has about the intent of the recommendations.

Civil Service Department employee Randall Carman addressed the Board about his application for another position in the department. As a 15 year employee he was upset that he was not granted an interview. He said that he had sent Board member Ray Hill a packet of information, hoping to have a different set of eyes take a look at it. There was much discussion with Mr. Carman about what it was he was looking for the Board to do. He said he had not filed a grievance about his concerns and said again he just wanted another set of eyes to look at the issue. Board members emphasized that the City has rules and procedures to follow for filing a grievance alleging that a rule has been broken or an employee has been discriminated against. Mr. Carman was advised to follow the rules if he feels so aggrieved.

The Board entered into a closed executive session from 8:54 a.m. to 9:30 a.m. pursuant to Sections 551.071 and 551.074 of the Texas Open Meetings Act to seek advice from the City Attorney and to discuss the placement of Civil Service Department employee Brenda Curry on administrative leave. There was no action taken by the Board.

After coming out of closed session, Mr. Sanderfer requested the Secretary inquire as to how much money was spent on employees out on administrative leave in the last year excluding Police and Fire. Additionally, he asked that the number of people placed on administrative leave and the average number of days they were out also be provided.

The Secretary presented the Board with the Probationary Extension Report. There were two requests from the Water Department and one from Fire.

Under department news the Vice-Chair inquired if the Mayor had appointed a Chair. Although the Secretary does not believe she has, the Vice-Chair asked the Secretary to check with the City Secretary's Office. The Chair and members of the Board discussed the Dallas Morning News article by Steve Blow and expressed their concern at the inaccuracy of the information and the resultant perception by the public. Mr. Chapman said that he had requested a lot of information from the Secretary and will prepare a memorandum of findings. It is important to do everything possible to dispel the perception about Civil Service. Board members Ray Hill and Ron Chapman, Jr. will contact Steve Blow and request a meeting with him to present the results of the analysis. The Board was very unhappy about the negative comments made by Adjunct Panel Member Ben Davis. No full Board members or staff were contacted for information.

There being no further business before the Board, the meeting adjourned at 9:50 a.m.

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APPROVED

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ATTESTED