

Meeting of the Civil Service Board
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Present: Vice-Chair Pat Parrish, Ron Chapman, Jr., F. Ray Hill, Marvin M. Lane, Jr.,
Steve Sanderfer

Attendees:

Jason McClain, Assistant City Attorney
Tom Taylor, Grievance Chair, Dallas Fire Fighters' Association

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Sylvia Littleton, Executive Assistant
Patricia Marsolais, Secretary to the Civil Service Board

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

The minutes of the June 6, 2005 regular meeting were unanimously approved.

The Secretary updated the Board on the request made to the Department of Human Resources (HR) to provide a progress report of the four Civil Service/Human Resources Efficiency Task Force recommendations regarding training and the employee appeal process. HR Director David Etheridge declined the invitation stating that there was nothing new to report since the June 6, 2005 meeting. The Secretary believes the recommendations are being worked on but does not know what stage they are in. After she and the Assistant Director visited with Interim Assistant City Manager David Cook recently, she is unsure if the City Manager has decided to advance her own separate set of recommendations as presented in the February 16, 2005 City Council briefing too. These recommendations include a realignment of some functions currently being handled by both HR and Civil Service. She has been invited to visit with the City Manager today and will raise the Board's concerns about the lack of progress in implementing the four recommendations. Mr. Lane expressed his frustration at the lack of progress and will communicate this to his councilperson.

The Board entered into a closed executive session from 8:35 to 8:45 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 continued administrative leave of Civil Service Department employee Brenda Curry. After coming out of closed session the Board took no action.

The Secretary and Executive Assistant gave the Board an overview of the newly implemented performance measurement project for all City services. For example, Civil Service has four programs that are broken down into seven services. The services are: Civil Service Board administration, department support, validate/develop uniform examinations, uniform recruitment/applicant processing, civilian recruitment/applicant processing, physical abilities testing for the Dallas Fire Department and criminal/motor vehicle background checks. For each of these services the project requires several categories of information such as the service area target (a one year objective), a community indicator (outcome oriented and long term), and a description of what the service is. Instead of reporting performance data each quarter as has been done in the past, the new program requires updating this information monthly. Board members were curious as to how the information would be used once collected. Staff said they did not know.

The Secretary complimented Assistant Director Michelle Hanchard and Executive Assistant Sylvia Littleton on the fine job they've done with this very difficult project.

Assistant Director Michelle Hanchard updated the Board on the Uniformed Services testing projects. Ms. Hanchard said that the Fire Prevention promotional examination series is complete. Staff is currently working on the required documentation of each test process. Staff is currently working with the Fire Department and a consultant to evaluate and revise the current physical abilities test for fire trainee candidates. Ms. Hanchard expects the construction of the new test to begin in September.

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The next round of promotional testing for the Police Department begins in September with the written examination for Lieutenant. Although Civil Service does not administer the physical abilities test for police officer candidates, staff has been working closely with Police administration on the process involved in revamping the existing test.

Vice-Chair Parrish asked the Secretary for an update on proposed rule changes for the Fire Department. The Secretary indicated that the Fire Chief had not confirmed that the necessary approvals were in place to go forward at this time. The item will be tentatively scheduled for the September 12, 2005 Board meeting.

The Vice-Chair thanked Board member Chapman for his thorough report on the hearing process and a multi-year analysis of the results. It was sent to the Mayor, City Council, and City officials. Ms. Parrish said that she has not heard anything in response. She and Mr. Hill expressed their frustration at the lack of information being shared with the Board. The Vice-Chair plans to talk with her councilmember about these concerns.

Board members congratulated Pat Parrish on her recent graduation with an MBA in Human Resource Management.

There being no further business before the Board, the meeting adjourned at 9:05 a.m.

APPROVED

ATTESTED