AGENDA
CITY OF TACOMA
CIVIL SERVICE BOARD

MEETING: CITY OF TACOMA CIVIL SERVICE BOARD SPECIAL MEETING

DATE & TIME: NOVEMBER 3, 2016 – 5:00 PM MEETING

LOCATION: TACOMA MUNICIPAL BUILDING, COUNCIL CHAMBERS

CHAIR: BECKIE SUMMERS

COORDINATOR: WENDY HOBSON

ITEM **TOPIC OR ACTIVITY**

1. CALL TO ORDER

2. APPROVAL OF MINUTES: ***October 6, 2016***

3. COMMUNICATION FOR INFORMATION:
   - ***a) Information requested by the Board regarding the Tacoma Police Department's eligibility list number 4201-16 for Police Officer Recruit was sent out to Board Members in an email on 10/27/16.***
   - ***b) The September 6th email in question regarding follow up on the Fire Captain Promotional List was confirmed as being sent to Board Members on 9/6/16 at 2:31PM.***

4. ACTION ON MATTERS STILL PENDING/NEW BUSINESS:
   - ***a) A hearing date in the Matter of Michael Bailey has been confirmed for Thursday, December 15, 2016 at 5:00PM***
   - ***b) Request for Appeal received on 10/7/16 from Alice Phillips of IBEW Local 483 on behalf of Benjamin Griffin***
   - ***c) Request for Appeal received on 10/12/16 from Jeffory Haider***

5. CONSIDERATION OF MATTERS SET FOR PUBLIC HEARING: ***None***

6. CIVIL SERVICE COORDINATOR REPORT: ***None***

7. HUMAN RESOURCES DIRECTOR REPORT AND REQUESTS:
   Reports:
   - *a.) Request for list extension, Communications Systems Tech III, List 4121-16*
   - *b.) Request for list extension, Communications Systems Tech II, List 4120-16*
   - *c.) Request for list extension, Communications Systems Tech I, List 4122-16*
   - *d.) Request for list extension, Solid Waste Worker, List 0627-15*

8. COMMENTS BY THE PUBLIC:

9. COMMENTS BY THE BOARD:

10. ADJOURNMENT

To request this information in an alternative format or to request a reasonable accommodation for this event, please contact Wendy Hobson at 253-591-5432, TTY 711.
Agenda can be found on the Internet at http://www.cityoftacoma.org/Page.aspx?nid=400

CITY OF TACOMA CIVIL SERVICE BOARD ✧ PROCEDURES FOR PUBLIC PARTICIPATION

COMMENTS BY THE PUBLIC: This is an opportunity to address the Board on issues of concern, problems or provide feedback and input on the personnel administration of the City Service. Essentially, this is an oral substitute for a letter, although a letter is preferred so it can be forwarded to the Board in advance so that the facts can be reviewed in a more orderly and efficient manner.

METHOD: When the Chair announces **Comments by the Public**, those wishing to speak should rise and go to the microphone located in the lectern across from the Coordinator's desk. When recognized by the Chair, state your full name and relationship to the City, i.e., citizen, applicant for employment, employee, staff person, manager or business representative, etc. Comments may be used to summarize an issue within a three-minute timeframe.

AGENDA ITEMS: When a member of the public wants an item scheduled on the Board's agenda, it should be submitted in writing to the Coordinator no later than noon on the Friday *one week prior* to the scheduled Board meeting. On the evening of the meeting, they should plan to arrive five to ten minutes early and check in with the Coordinator so the Board can be made aware of their presence. When the agenda item is announced, following the **Method** as listed above, provide an oral summary of the issue and be prepared to answer any questions the Board members may have.

PUBLIC HEARING: The purpose of a public hearing is for interested parties to provide the Board with information and opinions on the subject for which the hearing is convened. It is an official "on the record" communication designed to provide Board members with pertinent information to consider during their decision making process.

PUBLIC HEARINGS TAKING ARGUMENTS FOR OR AGAINST A PUBLIC ISSUE: Follow the **Method** as listed above. Oral statements should not exceed three minutes in order to provide everyone present an opportunity to be heard. Once the speaker has used the allotted time, the Board may ask questions and the speaker may respond but not engage in further debate.
Tip: Repetition should be avoided and unless new information is available, support or disagreement should be to simply restate a point if previous speakers have made the same point.

PUBLIC HEARINGS OF A QUASI-JUDICIAL NATURE: Briefs, memoranda, documentation and related materials the parties submit for review by the Board must be submitted to the Coordinator in writing no later than noon one week prior to the scheduled hearing. Response briefs must be delivered to the Coordinator's office no later than noon on the third business day preceding the hearing date. On the date of the hearing, involved parties should plan to arrive five to ten minutes early and check in with the Coordinator so the Board can be made aware of their presence. No person shall attempt to convey any information or opinion to Board members concerning any matter which is or may come before the Board for a quasi-judicial hearing except through the Coordinator in the manner listed in the Board's Rules for Adjudicative Procedures. *Because of the nature of quasi-judicial hearings, public participation is not allowed; only the parties, their representatives or witnesses called by the parties may address the Board.*

When the Chair announces the hearing as the agenda item, the parties who requested the hearing should move to the microphones located on the desk immediately to the left of the Coordinator. In disciplinary hearings, the disciplinary authority presents its evidence first. In all other hearings, the petitioner presents evidence first. All relevant evidence is admissible which, in the opinion of the Board, is the best evidence reasonably attainable. Oral evidence will be taken only on oath or affirmation. Exhibits or documentary evidence to be presented during the hearing must be presented to the Coordinator with the original and a minimum of six copies. Each party has the right to call and examine witnesses; to introduce exhibits and documentary evidence; to cross-examine opposing witnesses, to impeach any witness and to rebut the evidence against the witness or party. At the close of the hearing, the Board may allow for final arguments or request summary briefs. If briefs are requested, they must be filed with the Coordinator by noon on the fifth business day following the hearing. The Board may deliberate in executive session.

The final decision of the Board shall be made by motion and vote in an open public meeting. After the Board has rendered its final decision, the Coordinator shall propose a separate document reflecting the findings of fact and decision in disciplinary matters, or in other matters if requested by the parties and approved by the Board. For additional details, please refer to the **RULES OF PROCEDURE FOR ADJUDICATIVE HEARINGS FOR THE CITY OF TACOMA CIVIL SERVICE BOARD** available from the Coordinator at 591-5432.

EXECUTIVE SESSION: Executive Session is a "closed to the public" portion of the meeting for discussion of confidential matters. Final action will not be taken in Executive Session. When the Chair convenes the Board into Executive Session, only the Coordinator and the Board's legal Counsel will accompany them to the conference room. When the Board returns from Executive Session, the regular meeting will be reconvened and any decisions related to the Executive Session topic will be made in regular session where the Public may attend.

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