

City of Tacoma Civil Service Board

MINUTES

Date and Time: January 5, 2012 at 5:00 p.m.
Location: Council Chambers, First Floor, Tacoma Municipal Building
Chair: Charles McKenna
Coordinator: Yvonne Stebing

Call to Order:

The Civil Service Board meeting was called to order in the Council Chambers, Tacoma Municipal Building. Board Members McKenna, Sexton, Summers, and Hatch were present. Board Member Young was absent.

Swearing in of Board Member Latch:

Pierce County Prosecutor Mark Lindquist conducted the swearing in ceremony for Board Member Anita Latch.

Recognition of Outgoing Board Member Greer and Coordinator Lovstrom:

Outgoing Board Member Denise Greer was presented with a plaque recognizing her eight years of outstanding service to the Civil Service Board. Ms. Greer shared comments regarding her years of service, and Board Members shared comments thanking her for her faithful service, her wise opinions, and expertise provided to the Board.

Outgoing Coordinator Marsha Lovstrom was presented with a certificate thanking her for her three years of service to the Board. She also shared a few comments and Board Members thanked her for her assistance and professionalism in supporting the various functions of the Board.

Election of officers:

BOARD MEMBER SEXTON MOVED THAT THE RULES BE SUSPENDED FOR THE PURPOSE OF HOLDING ELECTIONS. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS. THE MOTION PASSED.

Discussion: Board Member Sexton stated that with it was his opinion that with a change in Board Members and the loss of the Vice Chair, that it was timely to address a change in Chair.

BOARD MEMBER SEXTON MOVED THAT BOARD MEMBER SUMMERS BE ELECTED CHAIR. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS. THE MOTION PASSED.

BOARD MEMBER LATCH MOVED THAT BOARD MEMBER YOUNG BE ELECTED VICE CHAIR. BOARD MEMBER SUMMERS SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS. THE MOTION PASSED.

Approval of Minutes:

BOARD MEMBER SUMMERS MOVED FOR THE BOARD TO APPROVE THE MINUTES OF NOVEMBER 3, 2011 AND NOVEMBER 7, 2011. BOARD MEMBER SEXTON SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 1 ABSENTION (BOARD MEMBER LATCH). THE MOTION PASSED.

Communication for Information/Action: (none)

Action on Matters Still Pending/New Business:

Chair McKenna thanked Board Counsel Jennifer Taylor for the excellent primer document she prepared on the role of the Civil Service Board.

Consideration of Matters Set for Public Hearing: (none)

Coordinator Report:

Coordinator Yvonne Stebing presented a draft 2012 calendar to the Board for consideration and discussion. March was proposed for the 2011 annual report on hiring from the Human Resources Department, and, a change in the meeting date for July from the 5th to the 12th was suggested due to the holiday and potential attendance challenges.

Board Member Latch expressed concern about waiting until March for the 2011 annual hiring report, due to the number of study sessions needed in 2012.

Board Member Sexton stated that it would likely be good for the Board to keep the March session as scheduled, but to look at a list of proposed study sessions, prioritize them, and make plans for topics to be studied for the year ahead.

Chair McKenna requested that the coordinator prepare a list of possible study sessions for 2012 for discussion at the February meeting.

Board Member Summers requested that the topic *General Rules & Maintenance, Housekeeping, CSB Board Rules & Regulations and Roberts Rules of Order* be placed on the agenda for the February study session, along with reviewing, prioritizing, and scheduling future study sessions.

BOARD MEMBER SUMMERS MOVED TO CHANGE THE JULY 2012 MEETING FROM THE 5TH TO THE 12TH. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYES. THE MOTION PASSED.

Human Resources Director Report:

Human Resources Director Joy St. Germain presented one action item, a request for a Waiver of Competitive Examination for two current employees, Denise Hottel and Christina Parise, Customer Service Representatives, Technical. Human Resources Labor Negotiator Tara Schaak and IBEW 483 Business Manager Alice Phillips were in attendance to present the request to the Board for consideration.

BOARD MEMBER SEXTON MOVED THAT THE BOARD APPROVE THE REQUEST FOR A WAIVER OF COMPETITIVE EXAMINATION FOR DENISE HOTTEL AND CHRISTINA PARISE, CUSTOMER SERVICE REPRESENTATIVES, TECHNICAL. BOARD MEMBER SUMMERS SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS. THE MOTION PASSED.

Board Member Sexton thanked Human Resources staff for the excellent report on this matter.

Comments by the Public:

Alice Phillips, Local 483 Business Manager, thanked the Civil Service Board and the Human Resources Department for correcting the oversight regarding the two employees, Denise Hottel and Christina Parise, during this difficult time of budget reductions and layoffs.

Amy Heller, past Chair and Board Member for the Civil Service Board, thanked Ms. Greer for her years of service to the City and the Civil Service Board, her open mind, wise opinions, and her dedication to the work of the Board.

Comments by Board Members:

Board Member Sexton thanked past Board Member and Chair Amy Heller for attending the meeting and for her comments. He also thanked Chair McKenna for his service as Chair.

Chair McKenna welcomed Ms. Latch to the Civil Service Board.

Board Member Summers expressed what an interesting evening it was; welcoming new arrivals and losing good friends, and thanked everyone for their presence. She also expressed gratitude for the work of the Board Members, and their willingness to participate given the long haul ahead.

Board Member Latch thanked those present for their attendance and welcoming her. She also thanked Chair McKenna for his service. She invited the public to attend future meetings, held in the Tacoma Municipal Building Council Chambers. She stated that it is her desire to serve well in the future, and that she has an open door for anyone who wants to contact her. She views her service as an honor, a responsibility, and an empowerment to investigate the conditions of City employment and act as a member of the quasi-judicial Board when there are questions.

Chair McKenna invited the audience to stay for the reception following the meeting.


Adjournment:

BOARD MEMBER LATCH MOVED FOR THE BOARD TO ADJOURN THE MEETING. BOARD MEMBER SUMMERS SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS. THE MOTION PASSED. Chair McKenna adjourned the meeting.

ATTEST:



Yvonne Stebing
Civil Service Coordinator



Charles McKenna
Civil Service Board Chair