

City of Tacoma Civil Service Board
MINUTES

Date and Time: March 1, 2012 at 5:00 p.m.
Location: Council Chambers, First Floor, Tacoma Municipal Building
Chair: Beckie Summers
Coordinator: Yvonne Stebing

Call to Order:

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

Approval of Minutes:

BOARD MEMBER MCKENNA MOVED FOR THE BOARD TO APPROVE THE MINUTES OF FEBRUARY 2, 2012 AS CORRECTED. BOARD MEMBER SEXTON SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS. THE MOTION PASSED.

Communication for Information/Action: (none)

Action on Matters Still Pending/New Business: (none)

Consideration of Matters Set for Public Hearing: (none)

Coordinator Report: (none)

Human Resources Director Report:

Human Resources Director Joy St. Germain reported that two employment list extensions were approved for Police Recruit and Building Maintenance Worker. She also reported that a list abolishment request was approved for the Wastewater Treatment Plant Electrician/Instrumentation Technician position in the Public Works Department.

Board Member Latch requested further information regarding the promotional employment list process, and how the employees on the list were deemed unqualified. Director St. Germain explained that the testing process that establishes the employment list, and subsequent interviews and the selection decision are two separate, but connected processes. Hiring processes will be covered at an upcoming study session for the Board. Further details specific to the list in question will also be provided. Chair Summers requested clarification on this employment list as well. Board Member Latch stated she would like to see both the old and new tests for this position.

Thirteen requests for Non-Competitive Appointment for Tacoma Power graduating apprentices were presented by Alice Massara of Tacoma Power and Bob Paz, Human Resources Analyst. Also present regarding this request was Alice Phillips, Business Representative of Local 483.

IT WAS MOVED BY BOARD MEMBER SEXTON TO APPROVE NON-COMPETITIVE APPOINTMENTS FOR LOUIS ALLEN (METER AND RELAY TECHNICIAN), ZACHARY COBB, DUSTIN LYNN, AND ANDREW WINGERTER (LINE ELECTRICIANS), CALE CARLSON, RHETT DEWEY, SEAN FORSLUND, MICHAEL GROSVENOR, JACOB HAUGEN, CORY HILLMAN, ROGER KAIPONEN, CHRISTINE LEWIS AND TRAVIS STANLEY (WIRE ELECTRICIANS). BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS.

Board Member Latch congratulated the apprentices for their successful completion of their program. Apprentice Christine Lewis answered questions from the Board regarding the program. Board Members Sexton and Young added their congratulations. Ms. Massara shared various outreach methods that Tacoma Power utilizes to make apprentice programs known in the community.

Ms. St. Germain introduced for the Board's consideration, a request to amend three TMC Sections: 1.24.430 Rejection of application, 1.24.460 Veteran's preference, and 1.24.665 Affirmative measures. She summarized the reasons for recommended changes. Further consideration of the amendments and action by the Board will be on the agenda for the April meeting. Board Members Sexton, Latch, and Young shared comments and asked questions regarding the proposed amendments, and supporting information.

Director St. Germain informed the Board of correspondence received from Attorney Joan Mell regarding former City employee Richard Melvin.

BOARD MEMBER YOUNG MOVED THAT IN ACCORDANCE WITH RCW 42.30.110(1), SUBSECTION (i), THE BOARD CALL AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING POTENTIAL LITIGATION INVOLVING THE BOARD AS IT RELATES TO THIS MATTER. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS.

The Board went into Executive Session for ten minutes at 5:25 pm with their Legal Counsel, Deputy City Attorney Jennifer Taylor. After ten minutes Chair Summers announced the Board would continue their Executive Session for another five minutes. The meeting reconvened at 6:42pm.

Chair Summers stated that: *"The Board acknowledges receipt of the correspondence from Richard Melvin's attorney, dated January 27, 2012. At this time due in part to the potential litigation involving Mr. Melvin and the City of Tacoma, and the Civil Service Board, it would be premature of the Board to address any of the specific issues raised in the letter. The Board therefore cannot take any action at this time. The Board will be holding a study session on June 7, 2012 relating to the City's compensation and classification plan. Study sessions of the Civil Service Board are open to the public and we always welcome the attendance of any interested citizens."*

Comments by the Public: (none)

Comments by Board Members: (none)

Adjournment:

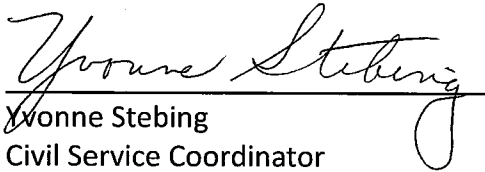
A MOTION TO ADJOURN WAS MADE BY BOARD MEMBER MCKENNA. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS.

Chair Summers invited all those in attendance to join the Board for a Study Session on "Community and Outreach Hiring and Annual Report for 2011" immediately following the meeting.

ATTEST:



Beckie Summers
Civil Service Board Chair



Yvonne Stebing
Civil Service Coordinator