

City of Tacoma Civil Service Board MINUTES

Date and Time: July 12, 2012 at 5:00 p.m.
Location: Room 16, Tacoma Municipal Building North
Chair: Beckie Summers
Coordinator: Yvonne Stebing

Call to Order:

The Civil Service Board meeting was called to order in Room 16 of the Tacoma Municipal Building North. Board Members Summers, McKenna, Sexton, and Latch were present. Board Member Young was absent.

Approval of Minutes:

BOARD MEMBER MCKENNA MOVED FOR THE BOARD TO APPROVE THE MINUTES OF MAY 3, 2012. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS. THE MOTION PASSED.

Communication for Information/Action:

Coordinator Yvonne Stebing reported that a letter was received from Attorney Joan Mell regarding Rick Melvin's lawsuit and claim against the City, and that a memo regarding this communication was provided by Jennifer Taylor, Deputy City Attorney. No action is required at this time.

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

Consideration of Matters Set for Public Hearing: (none)

Coordinator Report:

The next meeting of the Board will be in three weeks, on August 2nd.

Human Resources Director Report:

Human Resources Director Joy St. Germain presented a request for waiver of competitive examination for Allyson Griffith, Program Development Specialist, Lead, Public Works Community Based Services Division. Rodney Croston, Human Resources Analyst and Lisa Wojtanowicz, Division Manager for Community Based Services provided further information and answered questions from the Board.

BOARD MEMBER SEXTON MOVED THAT THE BOARD APPROVE THE REQUEST FOR WAIVER OF COMPETITIVE EXAMINATION FOR ALLYSON GRIFFITH, PROGRAM DEVELOPMENT SPECIALIST, LEAD, PUBLIC WORKS COMMUNITY BASED SERVICES DIVISION. BOARD MEMBER MCKENNA SECONDED THE MOTION. A VOICE VOTE WAS TAKEN; 4 AYES, 0 NAYS. THE MOTION PASSED.

A request was brought for non-competitive appointments for Andrew Trimmer, Clint Brown, and Ken Sullivan, Systems Power Dispatchers, Tacoma Power. Gordon Caudill of Tacoma Power and Rodney Croston provided further information and answered questions from the Board.

BOARD MEMBER SEXTON MOVED THAT THE BOARD APPROVE THE REQUEST FOR NON-COMPETITIVE APPOINTMENTS FOR ANDREW TRIMMER, CLINT BROWN, AND KEN SULLIVAN, SYSTEMS POWER DISPATCHERS, TACOMA POWER. BOARD MEMBER LATCH SECONDED THE MOTION. A VOICE VOTE WAS TAKEN; 4 AYES, 0 NAYS. THE MOTION PASSED.

Director St. Germain reported that she had approved list extensions for the positions of Customer Service Representative, Technical, Senior Line Clearance Tree Trimmer, and Communications System Technician. Rodney Croston provided detailed information regarding list extensions.

Board Member Sexton asked about the closure of the Graphics Department and the work being outsourced. Director St. Germain explained the general process on the closure at the end of December, 2012, due to budget reductions. Board Member Sexton expressed alarm about this closure and requested that the Board have a study session on this matter, as to how the City makes such decisions.

Deputy City Attorney Jennifer Taylor, Board Counsel, offered that budgetary considerations fall under the purview of the City Manager and City Council, and that the Civil Service Board has no jurisdiction over budget related decisions such as the closure of the Graphics Department.

Board Member Latch stated her concern, as well, that since the CSB is charged with giving advice to the City Council in matters relating to the hiring, discipline and promotion of classified employees, that she has had numerous questions surrounding those processes, and how the classification study led to some of the decisions, and that she would like a greater depth of information regarding these matters.

Board Member Sexton stated he felt it is important for the Board to learn the answers to policy questions and ramifications as related to the closure of the Graphics Department, that the Board's duty to advise the City Administrators and elected officials require they be provided with information such as the decision on the Graphics Department closure. He requested a report on this matter by the next meeting, and beyond that, requested that the Board have the opportunity to sit down with such information and receive an explanation.

Board Member Latch stated her concern that personnel actions such as the Graphics Department closure would be taking place prior to the Board being able to exercise due diligence on these actions.

Chair Summers stated that she believed the information being requested is the same information the City Manager is providing to the City Council to let them know what cuts are coming, how bad it is going to be, how deep it is going to go, and having that information would help the CSB make better rulings on the Board. She is not requesting additional work, but a report on the budget and process to date.

Board Member McKenna asked if such information on the budget is available on the internet. Director St. Germain stated that yes, it is, and there is also a series of public meetings underway on the budget and that she would provide that information to the Board. Additionally, a PowerPoint presentation is on-line with the information being presented at the public meetings.

Board Member Latch asked if it was the Board's role to attend public meetings, or if it was appropriate for the presentation to come to Board, that she would be comfortable scheduling an additional meeting if necessary for the Board to be adequately prepared to make an informed determination on their advice to City Council.

Board Member McKenna stated that he believes the Board has the ability to advise, but that the Board does not have the ability to slow the process down, that budgetary items are not within their authority. As a result, Board Members can participate in meetings as a concerned citizen, but in today's economy with the hardships the City is facing, the Board does not have the ability to stop the process.

Deputy City Attorney stated that Board Member McKenna's interpretation was correct, that the Board has broad advisory capacity as it relates to the personnel rules, but in terms of budget items, it is outside the Board's jurisdiction, other than those matters impacting a personnel rule. She asked that Board Members please contact her if there are specific questions on interpretations of the municipal code and personnel rules which she could assist with answering.

Board Member Sexton stated that he questioned whether a report at the next meeting could impact the actions of the City in any way. Director St. Germain stated she would provide the schedule of the public meetings being held in neighborhoods throughout the City, so that Board Members can attend those meetings. Board Member Sexton said it was important that they be as informed as the general public on these matters, and he felt it would be good if the City Manager could work it into his schedule to give a presentation at the next meeting. Director St. Germain will check his schedule and make that request of T.C. Broadnax.

Comments by the Public: (none)

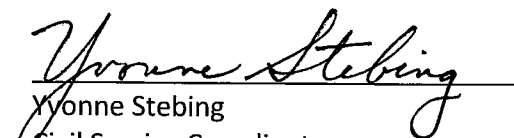
Comments by Board Members:

Adjournment:

BOARD MEMBER MCKENNA MOVED THAT THE MEETING BE ADJOURNED.
As there were no objections, Chair Summers adjourned the meeting.

ATTEST:


Beckie Summers
Civil Service Board Chair


Yvonne Stebing
Civil Service Coordinator