

City of Tacoma Civil Service Board MINUTES

Date and Time: July 11, 2013 at 5:00 p.m.
Location: Tacoma Municipal Building Council Chambers
Chair: Beckie Summers
Coordinator: Wendy Hobson

Call to Order:

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

Approval of Minutes:

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE MAY 2, 2013 MEETING MINUTES. BOARD MEMBER LATCH SECONDED THE MOTION.

Board Member Latch requested correction to page two, to include the word should - CSB meetings should be broadcast. On the last page of the minutes, Board Member Latch was looking for information for new employees about the CSB appeal process; she would like to add that she did not see any mention of the appeal process in the new employee handbook. Chair Summers questioned specifics on what Board Member Latch would like to see specifically in the revision. It was decided that the minutes should read Board Member Latch has not been able to locate the process for appeals in the new employee handbook.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. MOTION TO APPROVE MINUTES WAS PASSED.

Communication for Information/Action: Chair Summers stated the Browitt appeal hearing has been postponed and will be heard in a special meeting on August 22, 2013. Chair Summers asked if the location had been confirmed. CSB Coordinator, Wendy Hobson advised that the hearing will be held in Council Chambers.

Action on Matters Still Pending/New Business: Coordinator, Wendy Hobson advised that a request for an appeal was received on behalf of Myung Hee Muller, Sr. Financial Accountant and advised that the union has provided the information on the request which is included in the packets this evening. Ms. Hobson also stated that the union representative was not able to attend this evening on behalf of Ms. Muller and that Cheryl Comer, Deputy City Attorney was present to represent the City in this matter.

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE REQUEST FOR AN APPEAL FOR MYUNG HEE MULLER. THE MOTION WAS SECONDED BY BOARD MEMBER LATCH.

Chair Summers asked to hear comments from the City in this matter. Deputy City Attorney, Cheryl Comer stated that the City did not have any objection to setting the matter for a hearing and that she was there to help facilitate the hearing date selection. Board Member Sexton stated that the packet of information the Board has in their packets is clear and that we have all the information before us to determine whether or not it is appropriate to hear the appeal.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS.

Chair Summers asked Ms. Comer about her concern for the hearing date. Ms. Comer said she just wanted to be present for the date selection. Chair Summers advised that the date selection is normally coordinated through Ms. Hobson and she would be hearing from her soon.

Consideration of Matters Set for Public Hearing: None

Civil Service Board Coordinator Report: None

Human Resources Director Report and Requests:

Human Resources Manager, Mary McDougal advised she is filling in for Joy St. Germain who is on vacation. She stated we have a number of items to report and a few requests this evening. Human Resources Analyst Margith Baker was then introduced to present the first item.

Margith stated she was here tonight with Jack Kelanic, Interim IT Director to request a waiver of competitive exam for Business Analyst II for Amanda Viguerie. Mr. Kelanic provided an overview of Ms. Viguerie's position and reason for the request to promote her. He also mentioned that he had confirmed support from Local 120 supporting this request.

BOARD MEMBER SEXTON MOVED TO GRANT THE WAIVER OF COMPETITIVE EXAM FOR BUSINESS ANALYST II FOR AMANDA VIGUERIE. BOARD MEMBER LATCH SECONDED THE MOTION.

Chair Summers invited Amanda Viguerie to address the Board.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO GRANT A WAIVER OF COMPETITIVE OF EXAMINATION FOR BUSINESS ANALYST II WAS PASSED.

Mary McDougal again introduced Human Resources Analyst Margith Baker to present a waiver of competitive exam for PAF Maintenance Worker II, Lai Khuth. Margith Baker along with Interim Public Facilities Director Jon Houg presented the department's request.

BOARD MEMBER SEXTON MOVED TO APPROVE THE WAIVER OF COMPETITIVE EXAM FOR PAF MAINTENANCE WORKER II, LAI KHUTH. BOARD MEMBER LATCH SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO GRANT A WAIVER OF COMPETITIVE EXAMINATION FOR PAF MAINTENANCE WORKER II PASSED.

Human Resources Manager Mary McDougal advised that she has two approved list extensions and one requests to abolish lists for the following:

- a) List extension: Customer Service Representative, Lead; List number 0608-11
- b) List extension: Senior Environmental Specialist; List number 2093-A12
- c) Request to abolish list: Construction Inspection Supervisor; List number 2104-12
- d) Request to abolish list: Construction Inspector Supervisor

Board Member Latch asked about what kind of outreach is done to ensure a greater number of qualified applicants specifically what steps are being taken by the department to ensure more people are taking the exam. Mary McDougal advised that she did not have the answer to this question but would find out and provide the information as requested. Board Member Latch said she was hoping LEAP or some other professional association would have incumbents that might meet the qualifications. Ms. McDougal again stated she would follow up and provide this information to the Board.

Board Member Sexton stated that he was hoping to hear back from the City regarding the Board's request for information regarding the cost savings of not broadcasting the CSB meetings on Tacoma TV. Chair Summers asked Ms. McDougal if the follow up report has been completed. Ms. McDougal stated the report has been completed and that the Board could expect follow up information. Board Member Sexton asked if that information would be presented at the next meeting. Ms. McDougal said she did expect to receive this information but did not know definitively when she would have it. Board Member Latch indicated this was not a satisfactory answer. She stated that if asking won't do it that maybe they needed to take other action. Board Member Sexton stated he did not know what else they could do to get this information as requested but if they did not hear something next month then strong letter to follow.

Comments by the Public: (none)

Comments by Board Members: Board Member Latch reiterated that the Board needed to review the rules and procedures and set timelines for this even though we don't have study sessions presently. She suggested that when the warm weather dissipates then maybe they will get to this in the fall. Board Member Sexton added that what Board Member Latch just mentioned made him think about this report that is forthcoming if there would be any mention in the report of the cost savings of not having study session. Board Member Latch added that what she voiced the last couple of months is the concern about the conduit of communication between us and the council. She had heard that they are to be the liaison between the Gov't. Committees but that no information about this has been forthcoming and she is eagerly awaiting word.

Chair Summers asked CSB Coordinator, Ms. Hobson to check on the meeting that council will discuss this report and find out whether or not there is any barrier in preventing the Civil Service Board members from attending.

Board Member Sexton complimented the Council and the Coordinator on a terrific job tonight.

Chair Summers asked if there has been any new information on the CSB annual conference in October and whether or not any of the Board members had expressed interest in attending. Board Member Latch indicated that she would like more information.

Adjournment:

BOARD MEMBER SEXTON MOVED TO ADJOURN THE MEETING. BOARD MEMBER LATCH SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. MEETING WAS ADJOURNED.

ATTEST:



Beckie Summers
Civil Service Board Chair



Wendy Hobson
Civil Service Coordinator