

City of Tacoma Civil Service Board MEETING MINUTES

Date and Time: April 3, 2014 at 5:00 p.m.
Location: Tacoma Municipal Building Council Chambers
Chair: Beckie Summers
Coordinator: Wendy Hobson

Call to Order:

The Civil Service Board special meeting was called to order in the City Council Chambers of the Tacoma Municipal Building. Board Members Summers, Sexton, Hansen were present. Board Member Heller arrived after the meeting was called to order

Approval of Minutes:

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE MINUTES. BOARD MEMBER HANSEN SECONDED THE MOTION. A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

Communication for Information:

Coordinator Wendy Hobson advised the Board that the study sessions that were previously scheduled are now being pushed out to May and June. She also advised that there was a copy of a letter from Chair Summers to the Charter Review Committee in their folders this evening and that the letter was also sent via email.

Board Member Sexton asked what the topics of discussion would be for the upcoming study sessions. Chair Summers advised that it would be the nuts and bolts section which Jennifer Taylor would be providing information on and then the June session would be on personnel rules. Board Member Hansen asked if the Board also wanted to talk about what an unsatisfactory performance would look like. Chair Summers advised that the nuts and bolts would include this topic.

Board Member Sexton added that he was disappointed that the study sessions had been postponed for so long and if it was possible to have both sessions in May. Chair Summers indicated that would be a very large expectation. She asked Human Resources Director Joy St. Germain about the personnel rule changes and the process. Director St. Germain explained reasons for the delay and the process to bring the proposed rule changes to the Board.

Discussion on the letter to the Charter Review Committee followed with only one edit being made in the first paragraph.

Action on Matters Still Pending / New Business: None

Consideration of Matters set for Public Hearing: None

Civil Service Coordinator Report:

Board members were given the date of the Annual Civil Service Conference which will be held in Yakima on September 22nd and 23rd this year – more information to follow when the agenda and registration period is posted.

Human Resources Director Report / Requests:

Director St. Germain provided some follow up information on the Charter Review Committee and referenced the fact tracking sheet that was given to Board in their folders this evening which tracks the speakers and topics that come before the Committee. The Director also provided dates of upcoming meetings of the Charter Review Committee.

Director St. Germain then introduced HR Analyst Bob Paz to present a request for waiver of non-competitive appointments of Tina Dunn and Nadine Daly into permanent Project Specialist positions. Mr. Paz provided an overview of the request and introduced the Assistant Division Manager, Sue O'neil who would answer any questions the Board might have.

Board Member Heller asked if there was a competitive process to put these individuals into the project positions. Ms. O'neil indicated yes, there was an interview process.

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE REQUEST FOR WAIVER OF NON-COMPETITIVE APPOINTMENTS OF TINA DUNN AND NADINE DALY INTO PERMANENT PROJECT SPECIALIST POSITIONS. THE MOTION WAS SECONDED BY BOARD MEMBER HELLER.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE WAIVER OF COMPETITIVE APPOINTMENTS FOR TINA DUNN AND NADINE DALY PASSED.

Comments by the public:

Comments by Board Members:

Adjournment:

CHAIR SUMMERS MOVED TO ADJOURN. BOARD MEMBER HELLER SECONDED. THE MEETING WAS ADJOURNED.

ATTEST:



Beckie Summers
Civil Service Board Chair



Wendy Hobson
Civil Service Coordinator