

## **City of Tacoma Civil Service Board MEETING MINUTES**

**Date and Time:** May 15, 2014 at 5:00 p.m.  
**Location:** Tacoma Municipal Building Council Chambers  
**Chair:** Vice Chair – Dan Sexton  
**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 Sexton, Heller and Kielian were present. Chair Summers and Board Member Hansen were excused.

### **Approval of Minutes:**

BOARD MEMBER HELLER MOTIONED TO APPROVE THE MINUTES AS WRITTEN FOR BOTH THE SPECIAL MEETING OF MARCH 10, 2014 AND THE APRIL 3, 2014 MEETING. BOARD MEMBER KIELIAN SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

**Communication for Information:** None

**Action on Matters Still Pending / New Business:** None

**Consideration of Matters set for Public Hearing:** None

**Civil Service Coordinator Report:** None

BOARD MEMBER HELLER REQUESTED TO DISCUSS THE BOARD'S SCHEDULE AT THIS TIME AND PROPOSED THAT THE STUDY SESSION THAT WAS SCHEDULED FOR THIS EVENING BE RESCHEDULED TO A LATER DATE WHEN ALL BOARD MEMBERS ARE PRESENT. HUMAN RESOURCES DIRECTOR SUGGESTED WE RESCHEDULE THIS STUDY SESSION TO JUNE AND THEN RESCHEDULE THE NEXT ONE FOR THE FOLLOWING MONTH. BOARD MEMBER KIELIAN ASKED FOR CLARIFICATION THAT TONIGHTS STUDY SESSION HAS BEEN CANCELLED. VICE CHAIR SEXTON CONFIRMED THE STUDY SESSION HAS BEEN CANCELLED.

### **Human Resources Director Report / Requests:**

Human Resources Director Joy St. Germain reported on approved list extensions for Senior Wire Electrician, Water Service Mechanic, Senior Real Estate Specialist, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Assistant.

VICE CHAIR SEXTON VOICED HIS DISAPPOINTMENT THAT THERE WERE ONLY TWO QUALIFIED INDIVIDUALS ON THE LIST FOR SENIOR REAL ESTATE SPECIALIST.

JENNIFER TAYLOR REVIEWED THE EXPECTATIONS OF HER PORTION OF THE STUDY SESSION MATERIALS AND WANTED TO CONFIRM THE NUTS AND BOLTS PIECE TO DISTINGUISH WHICH PORTION WOULD BE HR'S RESPONSIBILITY AND WHICH PORTION WOULD BE HERS. BOARD MEMBER HELLER ADDED THAT SHE RECALLED THE CONVERSATION AND THAT THE NUTS AND BOLTS PIECE IS ABOUT JUST CAUSE, PROGRESSIVE DISCIPLINE, STATUTES, ETC. SHE ALSO STATED

THAT SHE APPRECIATED THE MATERIALS THAT WERE PUT TOGETHER FOR THIS SESSION AND FEELS THEY WILL BE VERY VALUABLE AND THIS IS WHY SHE FEELS ALL BOARD MEMBERS SHOULD BE PRESENT. BOARD MEMBER SEXTON VOICED COMPLIMENTS ON THE MINUTES FOR THE MARCH AND APRIL MEETINGS. HE ALSO COMPLIMENTED THE BOARD MEMBERS THAT TOOK PART IN APPEARING BEFORE THE CHARTER REVIEW COMMITTEE.

Comments by the public: None

Comments by Board Members: None

**Adjournment:**

BOARD MEMBER KIELIAN MOTIONED TO ADJOURN. THE MOTION TO ADJOURN WAS SECONDED BY BOARD MEMBER HELLER. MEETING WAS ADJOURNED.

**ATTEST:**

  
Beckie Summers  
Civil Service Board Chair

  
Wendy Hobson  
Civil Service Coordinator