

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

**Date and Time:** August 7, 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 meeting was called to order in the City Council Chambers of the Tacoma Municipal Building. Board Members Summers, Sexton, Heller, Kielian and Hansen were present.

### **Approval of Minutes:**

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE MINUTES OF THE JUNE 5, 2014 MEETING AS WRITTEN. BOARD MEMBER KIELIAN SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

### **Communication for Information:**

Karen Short, Senior HR Analyst, on behalf of the Board Coordinator, reminded the Board of the special meeting that is scheduled on September 18, 2014 to hear the Bouyer appeal.

### **Action on Matters Still Pending / New Business:**

**Consideration of matters set for public hearing:** None

### **Civil Service Coordinator Report:**

The 33<sup>rd</sup> Annual Civil Service Conference will be held in Yakima on September 23<sup>rd</sup> and 24<sup>th</sup>. Please provide your information to the Coordinator if you plan to attend, so that she can complete your registration and room reservations.

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

Mary McDougal, Human Resources Manager presented the Director's Report on behalf of Joy St. Germain. She began her report by informing the Board that Human Resources staff are working on enhancement to the website for the Civil Service Board, and ideas for outreach to employees about the Board.

The Director approved list extensions for the classifications of Solid Waste Worker, Water Control Station Operator, Meter Reader, Sewer Worker, Water Plant Maintenance Worker, and Financial Assistant.

The Director approved the abolishing of the eligible list for Line Equipment Operator. A new list is in process.

Requests for non-competitive appointments were considered as follows:

Rebekah Strub and Richard Wacker to the classification of Electric Meter & Relay Technician.

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE NON COMPETITIVE APPOINTMENT OF REBEKAH STRUB AND RICHARD WACKER TO ELECTRIC METER & RELAY TECHNICIAN. BOARD MEMBER HELLER SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS, 0 ABS. The non-competitive appointments are approved.

Kristy Brokman to the classification of Lead Graphic Arts Specialist.

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE NON COMPETITIVE APPOINTMENT OF KRISTY BROKMAN TO LEAD GRAPHIC ARTS SPECIALIST. BOARD MEMBER KIELIAN SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS, 0 ABS. The non-competitive appointments are approved.

Jeff Geforos and Jim Nunn to the classification of Recovery & Transfer Center Supervisor.

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE NON COMPETITIVE APPOINTMENT OF KRISTY BROKMAN TO LEAD GRAPHIC ARTS SPECIALIST. BOARD MEMBER KIELIAN SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 5 AYES, 0 NAYS, 0 ABS. The non-competitive appointments are approved.

**Comments by the public:** None

**Comments by Board Members:**

BOARD MEMBER HANSEN BEGAN BY SUGGESTING THAT THE BOARD CONSIDER ADDING LONG TERM PLANNING TO A FUTURE STUDY SESSION, IN ORDER TO PLAN FOR FUTURE ITEMS THE BOARD MAY WISH TO CONSIDER AND/OR ADDRESS. CHAIR SUMMERS AGREED THAT LONG TERM PLANNING WOULD BE A GOOD TOPIC FOR A STUDY SESSION. A QUESTION FROM BOARD MEMBER HELLER ASKED IF THIS WAS AN APPROPRIATE TOPIC FOR A STUDY SESSION, AND LEGAL COUNSEL CONFIRMED THAT IT COULD BE AN APPROPRIATE TOPIC, AND ALSO RECOMMENDED THAT THE BOARD LIMIT THE SUBJECTS OF A STUDY SESSION TO ONE OR TWO ITEMS. BOARD MEMBER KIELIAN AGREED WITH COUNSEL.

CHAIR SUMMERS RECOMMENDED THAT BOARD MEMBERS COMMUNICATE DIRECTLY WITH THE BOARD COORDINATOR, WITH ANY POSSIBLE TOPICS FOR CONSIDERATION AT A STUDY SESSION. SHE WILL COMPILE, AND THE BOARD CAN THEN PRIORITIZE THE ITEMS FOR FUTURE STUDY SESSIONS.

CHAIR SUMMERS PROVIDED AN UPDATE REGARDING A CONVERSATION WITH CITY MANAGER BROADNAX ABOUT THE POSSIBILITY OF BROADCASTING CIVIL SERVICE BOARD MEETINGS ON TV TACOMA. THE CITY MANAGER INDICATED THAT THERE ARE NO PLANS TO BROADCAST CIVIL SERVICE BOARD MEETINGS ON TV TACOMA. THERE WAS SOME DISCUSSION OF OTHER WAYS THIS MIGHT BE HANDLED (I.E. YOUTUBE). BOARD MEMBER SEXTON THAT THERE WOULD BE A BENEFIT TO THE COMMUNITY TO BE ON-AIR, AND THAT ANY MEDIA WOULD BE BETTER THAN NOTHING. HE IS CONCERNED THAT THE BOARD BE ACCESSIBLE.

CHAIR SUMMERS ALSO ADDRESSED THE CHANGE IN BUILDING SECURITY FOR THE TACOMA MUNICIPAL BUILDING. THERE IS SOME CONSIDERATION BEING GIVEN TO PROVIDING ACCESS BADGES TO BOARD MEMBERS, INSTEAD OF REQUIRING THAT THEY OBTAIN A VISITOR BADGE FROM BUILDING SECURITY. MORE INFORMATION WILL BE FORTHCOMING.

**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