

City of Tacoma Civil Service Board MEETING MINUTES

Date and Time: September 4, 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 AUGUST 7, 2014 MEETING AS WRITTEN. BOARD MEMBER HELLER SECONDED THE MOTION.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

Communication for Information:

Wendy Hobson, Board Coordinator asked that suggestions for a future study session on the Board's goals and mission be submitted directly to her.

Action on Matters Still Pending / New Business:

Chair Summers announced that at this time per RCW 4230.110 (1), subsection I, the Board would be going into an executive session regarding the litigation matter of Mueller vs City of Tacoma and would return in five minutes.

Consideration of matters set for public hearing: None

Civil Service Coordinator Report: None

Human Resources Director Report / Requests:

Human Resources Director, Joy St. Germain advised that she had one item to bring forward this evening for consideration and advised it was a request for an extension for a temporary employee over 2080 hours for Office Assistant, Pamela Broussard. Director St. Germain introduced HR Analyst Teresa Dent to present the request. Ms. Dent provided an overview of the request and then introduced Christy Valdes, Conversation Supervisor to provide additional details of the request.

Board Member Sexton questioned the information provided in the document regarding the class specification of the employee currently in the position. He then followed with questions regarding the date the request was made and how long the employee has been in this position, whether or not this was a special job or project of limited duration or Office Assistant. Christy Valdes provided more detailed information as to why they were asking for this extension.

Board Member Heller asked how this position qualified for a temporary position asking if it was a special project position that was specially funded. Christy Valdes explained that there was no vacancy but that an employee had been out on maternity leave and returned only part time and that at this time there was no information on when this employee would return to full time.

BOARD MEMBER SEXTON MOTIONED TO APPROVE THE REQUEST FOR TEMPORARY OFFICE ASSISTANT OVER 2080 HOURS FOR PAMELA BROUSSARD. THE MOTION WAS SECONDED BY BOARD MEMBER KIELIAN.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE REQUEST FOR EXTENSION PASSED.

Chair Summers then invited Office Assistant, Pamela Broussard up to address the Board.

Comments by the public: None

Comments by Board Members:

Chair Summers reminded all that all agenda items must be received by the Board seven days prior to the meeting in order to be addressed.

Chair Summers also confirmed with Ms. Hobson that the Special Meeting scheduled for September 18, 2014 has been cancelled as the appeal has been withdrawn.

Adjournment:

BOARD MEMBER KIELIAN MOTIONED TO ADJOURN. THE MOTION TO ADJOURN WAS SECONDED BY BOARD MEMBER SEXTON.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MEETING WAS ADJOURNED.

ATTEST:


Beckie Summers
Civil Service Board Chair


Wendy Hobson
Civil Service Coordinator