

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

**Date and Time:** November 6, 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 Sexton, Hansen and Heller were present.

### **Approval of Minutes:**

Board Member Sexton motioned to approve the October 2, 2014 minutes. Board Member Heller seconded. Board Member Heller advised the sentence regarding the audio link to the Civil Service Board meetings being posted on the website should be removed as it is not an accurate statement. Jennifer Taylor proposed that rather than amending the minutes we just state that it was an inaccurate statement. Chair Summers asked that the minutes remain as is and that this item be brought up for discussion under Comments by the Board. Board Member Sexton advised that as the Vice Chair of the last meeting he needed to acknowledge those members that were not at that meeting and that they be excused. Chair Summers advised she would prefer a motion be made under New Business.

A VOICE VOTE WAS TAKEN TO APPROVE THE OCTOBER 2, 2014 MINUTES: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS READ.

**Communication for Information:** Board Coordinator, Wendy Hobson advised there were no communications this evening. Chair Summers stated this would be a good time to motion to excuse those members that were not present at the October 2, 2014 meeting. Board Member Sexton motioned to excuse Chair Summers and Board Member Kielian from the October meeting. Board Member Heller seconded the motion and added to excuse Board Member Kielian from tonight's meeting as well.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO EXCUSE MEMBERS NOT PRESENT AT THE OCTOBER AND NOVEMBER MEETINGS PASSED.

Board Member Sexton stated that the issue of residency had been brought up a few times and that it was the board's intention of waiting for the results of the Charter Review Amendment. He would like to take the issue up and suggested that we place this item on the agenda for the meeting next month. Jennifer Taylor advised that until the election has been certified, this item should be tabled. Chair Summers asked Board Member Sexton if January would be soon enough. It was agreed that this item would be placed on the agenda for the January meeting under Communication for Information.

**Action on Matters Still Pending / New Business:** Ms. Hobson advised that a complaint has been received from Vida Piera, a Senior Control Source Representative from Environmental Services and that Ms. Piera was present this evening.

Board Member Sexton moved to hear the complaint. Board Member Hansen seconded the motion. Jennifer Taylor reminded that past practice was to have the Coordinator work with both parties to set up a date agreeable to both sides and that December may be too soon with the holidays coming up. Chair Summers stated the date will be arranged by the Coordinator.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO HEAR THE COMPLAINT OF VIDA PIERA PASSED.

Chair Summers addressed Ms. Piera in the audience and let her know she was not ignoring her but that she couldn't speak until the hearing.

**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 the board that she had approved a list extension for Solid Waste Worker, list number 0627-13.

**Comments by the public:** None

**Comments by Board Members:** Board Member Heller questioned the form for submitting a complaint. She feels that when the form was last updated that it removed the segment of what was the violation and of what rule. Chair Summers read from the form that it does state this information under section one. Jennifer Taylor advised that it may have been revised to make it more neutral that it may not be for a specific rule or policy that it may be for a working condition. She offered to work with Ms. Hobson if the board prefers to go back and look at how this form came about. Board Member Heller stated it would be helpful if the form would say what policy, procedure or working condition that the complainant feels has been violated and that this would make the form more user friendly. Board Member Hansen agreed with Counsel that identifying a particular rule may be difficult for someone without legal representation or background and would require them to wade through all the personnel rules to determine which one may apply. He added in general that there may not be a particular rule that has been violated. Chair Summers asked that Ms. Taylor look at the language and review what the form looked like in the past. Board Member Sexton added that he agreed that the form has changed and that perhaps this is just broader language. He suggested perhaps when the Board looks at the rules that they look at this further.

Board Member Heller voiced her concern that on the October minutes it states that the audio link to the minutes is now posted on the web page and as of today she found this information to not be accurate. Director St. Germain confirmed that the links were there before and that she would look into this.

**Adjournment:**

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

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MEETING WAS ADJOURNED AT 5:18PM.

**ATTEST:**

  
Beckie Summers  
Chair

  
Wendy Hobson  
Civil Service Coordinator