

City of Tacoma Civil Service Board MEETING MINUTES

Date and Time: February 5, 2015 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 by Chair Summers. Board Members Sexton, Hansen and Heller were present.

Approval of Minutes:

Board Member Heller motioned to approve the minutes of November 6, 2014. Board Member Sexton seconded.

A VOICE VOTE WAS TAKEN TO APPROVE THE NOVEMBER 6, 2014 MINUTES: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

Communication for Information: Chair Summers advised that there would be no study session in April due to the scheduled absence of regular counsel, Jennifer Taylor. The Chair then asked Board Member Hansen for input on his request to place meeting cancellations and frequency of meetings on the agenda for discussion. Board Member Hansen indicated that he did not recall this request. He then added that he just wanted to find out why the two previous meetings were canceled but that he had since found out the reason why. Chair Summers added that in the future if Board Members have questions regarding meeting cancellations to please feel free to call her directly and that she would be able to always address any concerns that the Board may have.

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

Consideration of matters set for public hearing: Civil Service Board Coordinator Ms. Hobson advised that the request for hearing in the matter of Vida Piera has been withdrawn by the complainant.

Civil Service Coordinator Report: *None*

Human Resources Director Report / Requests:

Reports:

- a.) Request for List Abolishment, Recovery & Transfer Center Supervisor
- b.) Request for List Extension, Water Treatment Plant Operator, 5112-14
- c.) Request for List Extension, Customer Service Lead, 0608-A13

Requests:

- a.) Request for Non-Competitive Appointment, Electric Meter & Relay Technician, Wayne Snow
- b.) Request for Non-Competitive Appointments, Line Electrician, Hai Nguyen and Kurt Schuman

Board Member Heller asked whether or not the City followed up with applicants that are on the longer lists for extended periods of time to ensure they still wish to remain on the list or are still available. Human Resources Director Joy St. Germain advised that this is a consideration of lists that have been in effect for a long time and that we do have the applicants contact information but is likely that many of these applicants have found jobs elsewhere. She also advised that there is an online interest card in Neo Gov for the applicants to complete so they will automatically receive

notifications of new positions that match their interests when they are posted. Board Member Sexton asked about the increased number of residents on the list for Customer Service Lead. Director St. Germain said she will follow up as it appeared to be a typo.

Director St. Germain then introduced Human Resources Analyst, Rodney Croston to present the requests for Non – Competitive appointments for three apprentices. Sheryl Brown, Training & Development Supervisor from Tacoma Power Transmission and Distribution was also introduced.

Board Member Sexton motioned to approve the Non-Competitive Appointment for Electric Meter & Relay Technician, Wayne Snow. Board Member Heller seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE NON-COMPETITIVE OF WAYNE SNOW TO ELECTRIC METER & RELAY TECHNICIAN PASSED.

Board Member Heller motioned to approve the Non-Competitive Appointments for Line Electricians Hai Nguyen and Kurt Schuman. Board Member Sexton seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE NON-COMPETITIVE APPOINTMENTS OF HAI NGUYEN AND KURT SCHUMAN TO LINE ELECTRICIANS PASSED.

Comments by the public: *None*


Comments by Board Members: *None*


Adjournment:

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

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