

City of Tacoma Civil Service Board MEETING MINUTES

Date and Time: March 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, Kielian and Heller were present.

Approval of Minutes:

Board Member Sexton motioned to approve the minutes of February 5, 2015. Board Member Heller seconded.

A VOICE VOTE WAS TAKEN TO APPROVE THE FEBRUARY 5, 2015 MINUTES: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

Communication for Information: *None*

Action on Matters Still Pending / New Business: Counsel, Jennifer Taylor provided an update on the training for OPMA advising that the City is preparing materials for the training of all boards and commissions but that the materials are not ready to be rolled out yet. She proposed the training be completed as part of the meeting in May as it is anticipated that the material will be ready within the next thirty days. Chair Summers then advised that we will also have a study session in May on residency if the material is ready to be presented by Human Resources.

Consideration of matters set for public hearing: *None*

Civil Service Coordinator Report: *None*

Human Resources Director Report / Requests:

Mary McDougal, Human Resources Manager advised she is filling in for Joy St. Germain, Human Resources Director this evening. She provided an update with corrected information on the list extension request for Customer Service Lead which was brought forward last month.

Human Resources Analyst, Rodney Croston introduced Wandí Prom, Office Administrator for UTS and then presented the request for Extension for Temporary Appointment over 2080 hours for Pamela Broussard, Administrative Assistant. Rodney asked for a one year extension. Board Member Sexton shared that he had a problem with an employee being stuck in a temporary position and stated he was reminded about this same request and asked why we were extending this position after twelve months instead of after six months. Board Member Heller advised she had a couple of questions that may clarify Board Member Sexton's questions. She asked if Ms. Broussard has ever been a permanent employee and stated since she has never been permanent she was applying for a temporary promotion to another temporary position. Board Member Kielian added that this could possibly turn in to a permanent position.

Board Member Kielian motioned to approve the request for Temporary Over 2080 Hours for Pamela Broussard, Administrative Assistant. Board Member Heller seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Rodney Croston then presented the request for Waiver of Competitive Exam for Water Treatment Plant Operator, Dan McCormick. Board Member Sexton motioned to approve the waiver. The motion was seconded by Board Member Kielian.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE NON-COMPETITIVE APPOINTMENT OF DAN MCCORMICK TO WATER TREATMENT PLANT OPERATOR PASSED.

Human Resources Analyst, Teresa Dent then approached and introduced Deputy Chief Tory Green from the Tacoma Fire Department. She presented a request for Waiver of Competitive Exam for IT Analyst Senior – Technical for Matthew Stock. Board Member Sexton motioned to approve the waiver and Board Member Kielian seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE NON-COMPETITIVE APPOINTMENT OF MATTHEW STOCK TO IT ANALYST SENIOR-TECHNICAL WAS APPROVED.

Rodney Croston then presented a request to place twenty-four Special Project Apprentices currently in temporary positions into permanent positions within the classifications of Systems Power Dispatcher, Line Electrician Apprentice, Electric Meter & Relay Technician Apprentice and Wire Electrician Apprentice. Board Member Sexton motioned to approve the request. Board Member Kielian seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO PLACE TWENTY-FOUR TEMPORARY PROJECT APPRENTICE EMPLOYEES INTO PERMANENT APPRENTICE CLASSIFICATIONS PASSED.

Human Resources Manager Mary McDougal then advised she had one other request from Human Resources Director Joy St. Germain this evening and that is to have a study session in May or June regarding the Equity and Empowerment Initiative. Director St. Germain would like to invite Diane Powers, Director of the Office of Equity and Human Rights to discuss this initiative which the City Council adopted in September of 2014. Chair Summers advised a study session would be held on this topic in June.

Comments by the public: *None*

Comments by Board Members: Chair Summers requested information on the longest serving Civil Service Board Member and whether or not Board Member Heller has reached her 20 year anniversary serving on the board.

Adjournment:

BOARD MEMBER KIELAIN MOTIONED TO ADJOURN. THE MOTION TO ADJOURN WAS SECONDED BY BOARD MEMBER HELLER. THE MEETING WAS ADJOURNED AT 5:17PM.

ATTEST:


Beckie Summers
Chair


Wendy Hobson
Civil Service Coordinator