

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

**Date and Time:** June 9, 2016 at 5:00 p.m.  
**Location:** Tacoma Municipal Building North, Room 16  
**Chair:** Beckie Summers  
**Coordinator:** Wendy Hobson

### **Call to Order:**

The Civil Service Board meeting was called to order in the Tacoma Municipal Building North, Room 16 at 5:27PM by Chair Summers. Board Members Sexton and Heller were present.

Chair Summers announced that we will begin at the bottom of the agenda and work through items to the top of the agenda due to the time.

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

Human Resources Director, Joy St. Germain introduced Human Resources Analyst, Rodney Croston who presented the Request for Waiver of Competitive Exam for Administrative Assistant Julie Stephens. Board Member Heller motioned to approve the request. The motion was seconded by Board Member Sexton.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO EXTEND THE TEMPORARY APPOINTMENT OF JULIE STEPHENS PASSED.

Mr. Croston then presented a Request for Waiver of Competitive Exam for Energy Conservation Coordinator, Sara Bowles. Board Member Heller motioned to approve this request. The motion was seconded by Board Member Sexton.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO PERMANENTLY APPOINT SARA BOWLES INTO THE CLASSIFICATION OF ENERGY PROGRAM COORDINATOR PASSED.

Teresa Dent, Human Resources Analyst presented a Request for Waiver of Competitive Exam for Fire Fighter Paramedics Chris Wood and Mandy Jacques. Board Member Heller motioned to approve this request. The motion was seconded by Board Member Sexton.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO PLACE CHRIS WOOD AND MANDY JACQUES INTO THE CLASSIFICATION OF FIRE FIGHTER PARAMEDIC PASSED.

Chair Summers asked if all Board Members have reviewed the Director's report and if there were any questions. Hearing none, she moved to the Coordinator's report, followed by consideration of matters set for public hearing and action on matters still pending. Hearing none, the Chair moved to communication for information.

Jennifer Taylor advised the Board that she has reviewed the request for a complaint received from Danielle Roose and shared reasons as to why this request was declined. This matter is not within the Board's scope and jurisdiction.

Board Member Sexton shared that he is not up to speed on this. Chair Summers posed the question on how the Board prefers communication regarding the denial be sent, whether Ms. Hobson sends the letter out as in the past or whether the letter would be drafted by Ms. Hobson and would be signed by the Chair. A discussion followed about the date of the next meeting, who was or was not available and whether the next meeting was July 19<sup>th</sup>. Board Member Sexton then asked if a study session could be held to discuss complaints vs appeals. Board Member Heller asked for clarification on the form used to file an appeal and/or a complaint and what the intention of Ms. Roose was when she filed such. Director St. Germain shared that she had met with Ms. Roose regarding her complaint and allowed her the opportunity to share her feedback on the process. It was agreed that the Board did not have jurisdiction on this matter. Chair Summers asked for a study session to be scheduled in the future to review complaints and appeals and how they are brought forward or denied for September. Board Member Sexton motioned to approve the denial of Ms. Roose's complaint. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE REQUEST FOR COMPLAINT SUBMITTED BY DANIELLE ROOSE WAS DENIED.

**Approval of Minutes:**

Board Member Sexton motioned to approve the minutes of May 5, 2016. Board Member Heller seconded the motion.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MINUTES OF MAY 5, 2016 WERE APPROVED AS WRITTEN.

**Adjournment:** Meeting was adjourned by Chair Summers at 5:38PM.

**ATTEST:**



Wendy Hobson  
Civil Service Coordinator



Beckie Summers  
Chair