

City of Tacoma Civil Service Board MEETING MINUTES

Date and Time: October 6, 2016 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 Council Chambers of the Tacoma Municipal Building at 5:00PM by Chair Summers. Board Members Sexton, and Heller were present.

Approval of Minutes:

Board Member Sexton motioned to approve the September 1, 2016 minutes as written. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR SEPTEMBER 1, 2016 WERE APPROVED AS WRITTEN.

Communication for Information:

Board Coordinator Wendy Hobson advised that a request for an appeal is included in the agenda packets this evening which was received on September 19, 2016 from Captain Bruce Bouyer of Tacoma Fire and that this request has been denied.

Board Member Heller added that for the record, this request was denied due to timeliness. Board Member Sexton concurred.

Action on Matters Still Pending / New Business:

Ms. Hobson advised that a request for an appeal was received from Peter Petrich of Davies Pearson, P.C. on behalf of Michael Bailey and that the parties were not present this evening. She added that if the request for appeal is granted a date would need to be set and that the City is requesting it be December 1st at following the regular meeting.

Board Member Sexton stated he had questions and asked if the Appellant or his Attorney called in to say they would not be present tonight. Ms. Hobson answered no, they did not but that the City Attorney did advise he would not be present this evening. Board Member Sexton asked if Mr. Bailey and his Attorney were made aware that this item would be on the agenda. Ms. Hobson advised a letter was mailed out confirming this item would be on the agenda. Jennifer Taylor added that Mr. Goulding and Mr. Petrich were both in agreement that jurisdiction was not an issue so it is just a question on what date the board wants to set the hearing.

Chair Summers stated if the City is requesting that we hear this in December and there are no objections from any Board Members that the date for hearing be set in December as requested. There was no voice vote taken.

Human Resources Director's Report and Requests:

Director St. Germain reported on four list extensions and two list abolishment's that were approved.

Board Member Sexton shared he is impressed that the City was planning to schedule the new announcement for Water Utility Worker during the EmPower Women's Leadership Conference for Women in Non Traditional Careers and added that it made him wonder about gender breakdown and whether or not that is something the Board should be looking at. He asked if the City has this information and where we are at. Director St. Germain responded yes, the City does have this information and that it depended on the classification. She recommended that we provide our overall EEO data and latest demographics of the workforce on a quarterly basis. Board Member Sexton supports this.

Board Member Sexton asked about the Police Recruit list discussed at the last meeting. Director St. Germain stated that we could not provide the actual list of names. He indicated that was the next question but that the first question was regarding the number of Tacoma residents on that list and that the numbers have dropped way off sharing concern that the "good ones, especially residents" have moved on to other jurisdictions. He asked if the City tracks where these applicants go. Director St. Germain advised that the City did not track where applicants that are on the lists being abolished go but we do track applicant flow and suggested that it would be a good idea to have an HR Analyst at a future study session to walk through the recruitment process and look at Police Recruitments as an example.

Chair Summers added she would like to set up this study session to go through recruitment on a broad picture specifically on Police. She asked that this be set up in January.

Chair Summers advised there were three requests from the last meeting, one from Board Member Heller on the zero number of anticipated hires from a list and that more information on that would be appropriate on this at the study session in January. She further stated that the information on the new Police Officer Recruit list did not need to wait until then.

Board Member Sexton asked about requests in general and if it was appropriate for this and all requests for our Coordinator to track these and get us the information before the next meeting. He asked that when information was requested and the information is available that the Coordinator could provide it to them.

Board Member Heller added that information requested by the Board falls off and that a log would be helpful so they could track requests that have been made and when completed. Chair Summers added that she didn't know if something that elaborate was needed and perhaps the Board Members can accept some responsibility in reading the minutes as she did noticing there were several things from last month that. She advised that she wasn't sure how to address this with Ms. St. Germain or Ms. Hobson.

Director St. Germain agreed she was delinquent in the information from the last meeting and part of that is trying to get the list from the HR Analyst who has been on vacation for two weeks. She advised that in the past she does review the information during her Director's report and that the Coordinator recently reported on a follow up item.

Chair Summers shared requests like the list, they need this information before the next meeting and that she would like to have some tracking mechanism.

Comments by the Public:

Lt. Sean O'Brien came forward and asked for confirmation on the effective date of the Fire Captain Promotional list. Director St. Germain responded that the list was effective June 29, 2015 for a maximum of a three year period per the code. She indicated that this was communicated back to the Board after the September 1st meeting in an email from the Coordinator on September 6, 2016. Board Member Heller stated she did not receive this information. Director St. Germain shared that the email had been sent to all of the Board Members on September 6, 2016. Mr. O'Brien then asked two questions, what is the effective date of the list and did the Board receive the information. Chair Summers responded that she did not recall receiving the information but that she couldn't say for sure that she did not. Mr. O'Brien asked for clarification as there was a difference in opinion in this discussion. Chair Summers added that there was a great deal of discussion at our last meeting and she just didn't recall seeing the email. Mr. O'Brien asked for confirmation on the date, Chair Summers told him it was June 29th. He then asked if the Board was in agreement on that. Chair Summers responded that it may come up for future discussion.

Jennifer Taylor clarified that the Board's decision has been finalized and is effective. Any motion at this point would be untimely.


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

Meeting adjourned at 5:37PM

ATTEST:



Wendy Hobson
Civil Service Coordinator



Beckie Summers
Chair