

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

**Date and Time:** November 3, 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, Hansen and Heller were present.

**Approval of Minutes:**

Board Member Sexton motioned to approve the October 6, 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 information requested by the Board on the Tacoma Police Department's eligibility list for Police Officer Recruit was sent to Board members in an email dated 10/27/16.

Ms. Hobson also confirmed that the follow up information requested on the Fire Captain promotional list was sent out on September 6, 2016 at 2:21PM. Chair Summers indicated that she did receive this communication.

**Action on Matters Still Pending / New Business:**

Ms. Hobson advised that the hearing date in the matter of Michael Bailey has been confirmed for Thursday, December 15, 2016.

A request for an appeal has been received from Alice Phillips of IBEW Local 483 on behalf of Benjamin Griffin. Board Member Sexton motioned to grant the request for an appeal. Board Member Heller added an amendment that the Board is agreeing to receive the appeal and set it for hearing followed by a second to the motion.

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

Board Member Sexton questioned the process of requesting the appeal vs granting the request. Board Member Heller added we do not want to grant the appeal, we just want to receive it and schedule it for hearing. Counsel to the Board Jennifer Taylor added that it was not necessary for the Board to actually move to set a hearing if there is no jurisdiction issues, the Board can just direct Ms. Hobson to go ahead and schedule the matter for hearing.

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Chair Summers asked that Ms. Hobson schedule the matter of Jeffory Haider for hearing. Ms. Hobson advised that both Mr. Haider and his Representative from District 160 Lodge are present to answer any questions. Paul Miller introduced himself from the audience.

**Civil Service Coordinator Report:**

Ms. Hobson advised that information on the City's EEO data was sent out to Board Members earlier that morning via email and that she would continue to send this information on a quarterly basis going forward. Chair Summers asked that the census data be included in these reports. Human Resources Director Joy St. Germain shared that the census data is listed on one line of the reports as a comparator. Chair Summers added that the last line of the report says greater than 50,000 should be less than 50,000. Director St. Germain indicated she would look in to this.

Ms. Hobson advised that the Board now has three appeals to be scheduled and asked what the preference was on scheduling the requested study sessions. She also stated that the City's preference would be to schedule the study session on recruitment ahead of the session on residency. Board Member Heller requested that a study session not be scheduled on the same day of a hearing. Board Member Hansen questioned the three hearings being discussed as he was not present for the October meeting. Board Member Heller also shared that the hearings should be scheduled first, Board Member Hansen concurred. Board Member Sexton indicated if a hearing is scheduled and then canceled, he would like to have a study session ready to go should a hearing be canceled. Chair Summers added that if there is not a scheduled hearing on the night of a regularly scheduled Board meeting that she would like a study session scheduled.

Ms. Hobson advised the Board that she will be following up via email to schedule the hearings and asked Board Members to be sure to check their email on a regular basis.

**Human Resources Director's Report and Requests:**

Director St. Germain reported on four list extensions.

Board Member Sexton pointed out that the information at the bottom appears to have been cut off. Chair Summers asked Ms. Hobson if she could see the original and then read the missing information aloud for Communications Systems Tech I, II and III.

With no other comments by the public or Board, Chair Summers adjourned the meeting at 5:23PM.

ATTEST:



Wendy Hobson  
Civil Service Coordinator



Beckie Summers  
Chair