

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

**Date and Time:** August 3, 2017 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 5:01PM by Chair Summers. Board Members Hansen, Sexton and Andrews were present.

**Approval of Minutes:**

Board Member Hansen motioned to approve the June 1, 2017 minutes. The motion was seconded by Board Member Andrews.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR JUNE 1, 2017 WERE APPROVED AS WRITTEN.

**Communication for Information:** Coordinator Karen Short informed the Board that the Complaint in the Matter of David O'Dea has been closed. Ms. Short also advised the Board of a complaint that was received on July 12, 2017 from Tracy Dillard of Public Works Street Operations.

Chair Summers asked if the City had a position on the Tracy Dillard complaint. Deputy City Attorney, Cheryl Comer advised that the City does have a position and stated that jurisdiction has not been established in this complaint therefore the City is requesting that a jurisdiction hearing be scheduled at a later date.

Board Member Sexton motioned to grant the request to set a jurisdiction hearing at a later date. Board Member Hansen suggested that the Board schedule the jurisdiction hearing followed by the complaint hearing on the same date. Counsel to the Board, Jennifer Taylor advised the Board that she believed at minimum a jurisdictional hearing should be scheduled but that the complaint hearing may be mute as she does not feel jurisdiction has been met in this matter. She further stated that this appears to be a matter with the CBA and that she did not feel a personnel rule had been violated.

Board Member Hansen agreed with Counsel that scheduling the jurisdiction hearing first separate from the complaint hearing would be best and asked if Board Member Sexton wished to stay with is motion. Board Member Sexton stated his motion to schedule the jurisdictional hearing. Board Member Andrews stated that she feels the Board should determine jurisdiction and seconded the motion. Chair Summers added that after her review of the complaint she did not feel jurisdiction had been met and asked that the Coordinator schedule this matter for a jurisdiction hearing.

Tracy Dillard who was present in the audience stood up and asked if he would be informed of the date for the jurisdictional hearing. Board Member Hansen inquired as to whether or not the City would be filing a briefing and if so would Mr. Dillard have the opportunity to do the same. Ms. Comer added that she was going to talk with Mr. Dillard in the hall and let him know the process.

**Actions on Matters Pending / New Business:**

Chair Summers requested that the Civil Service Board and the new City Manager should have a meeting to discuss where the City is going and how the Board fits into that vision. Board Member Sexton concurred. Board Member Hansen questioned the topics of discussion for this meeting and stated residency would be a topic to be discussed. Chair Summers asked that Board Members put together a list of topics that they would like to be discussed so that the City Manager is not blind sided with this request. Board Member Sexton added his comments on the meetings being televised. The Board was reminded by Counsel that if they plan to meet with the City Manager that the meeting would need to be noticed in accordance with the Open Publics Meetings Act. Board Member Andrews added that she is new to the Board and that she would like to know what the issues are prior to meeting with the City Manager.

Discussion followed and it was determined that a Study Session would be scheduled to discuss this further prior to meeting with the City Manager.

**Human Resources Director Report:**

Shelby Fritz introduced herself as the new HR Manager and advised she would be filling this role going forward. Chair Summers asked if the reports would be presented in the same format as prior reports. Board Member Sexton questioned whether or not there was any items to report this evening as it seemed like there was always something to report. Ms. Fritz advised there was no report this evening.

**Adjournment:**

BOARD MEMBER SEXTON MOTIONED TO ADJOURN. THE MOTION WAS SECONDED BY BOARD MEMBER ANDREWS.

Meeting was adjourned at approximately 5:26PM

**ATTEST:**



Wendy Hobson  
Civil Service Coordinator



Beckie Summers  
Chair