

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

Date and Time: September 7, 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 5:00PM by Chair Summers. Board Members Hansen, Sexton, Heller and Andrews were present.

Approval of Minutes:

Board Member Sexton motioned to approve the August 3, 2017 minutes. The motion was seconded by Board Member Hansen.

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

Communication for Information: Coordinator Wendy Hobson shared that a request for appeal was received from Michael Bailey on August 18, 2017. Chair Summers provided a written response to Mr. Bailey denying this request on August 30, 2017.

Actions on Matters Pending / New Business:

Chair Summers advised this is a jurisdictional hearing in the Matter of Tracy Dillard and called upon Deputy City Attorney Cheryl Comer. Ms. Comer stated the City's objection to the Board accepting jurisdiction in response to Mr. Dillard's complaint. Ms. Comer explained that this was a matter that clearly involved the Collective Bargaining Agreement and should be taken up with the Teamsters Union Representative and not the Civil Service Board.

Board Member Sexton stated he did not feel that the Board needed to take any action in this matter; that the Board could not hear it because it falls under the collective bargaining agreement. Chair Summers stated she would like to hear from Mr. Dillard.

Tracy Dillard provided a statement explaining why he felt the Tacoma Municipal Code was not followed. He further stated that the complaint was filed prior to any negotiating with the union and therefore should be heard by the Civil Service Board.

Board Member Hansen asked Ms. Comer what the difference would be between the temporary promotion and at what point a temporary position would become a permanent position such that the Personnel Rules would apply to the permanent position. Ms. Comer explained that was a very different situation in which the Personnel Rules would apply. She further explained in this situation there is not an open position but is a situation where an employee is gone for a couple of days or a week where someone needs to fill a temporary need.

Board Member Sexton stated that the deciding fact here is that this is being negotiated and that we need to treat this as we do with any other situation in the city and drop it.

Board Member Heller moved to deny the request due to the fact that the Board does not have jurisdiction in this matter. The motion was seconded by Board Member Sexton.

Human Resources Director Report:

Human Resources Manager Shelby Fritz presented two list extensions and one list abolishment.

Board Member Sexton questioned the HVAC Mechanic position and asked how the term journey-level is used here at the City. Ms. Fritz explained that she would research this and get back to the Board at a later date.

Human Resources Analyst Audrey Hornbuckle presented a Request for a Waiver of Competitive Examination for Vladimir Karatsupa, Engineering Technician III. Kari Prussen Principal Engineer and Supervisor of Mr. Karatsupa shared information on the business need for this request.

Board Member Sexton motioned to approve the request for Waiver of Competitive Examination for Vladimir Karatsupa. Board Member Heller questioned the residency of Mr. Karatsupa. Counsel to the Board, Jennifer Taylor advised that the waiver of residency was still in effect and that this was not required.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE WAIVER OF COMPETITIVE EXAMINATION FOR VLADIMIR KARATSUPA, ENGINEERING TECHNICIAN III PASSED.

Human Resources Analyst Lynn Stehr presented a Waiver of Competitive Examination for Linda Hamlin, Engineering Technician II. Ms. Hamlin's Supervisor Sanjay Chopa shared the history of the position and the reason for this request.

Board Member Sexton moved to approve the request for Waiver of Competitive Examination for Linda Hamlin, Engineering Technician II. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE WAIVER OF COMPETITIVE EXAMINATION FOR LINDA HAMLIN, ENGINEERING TECHNICIA II PASSED.

Adjournment:

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

Meeting was adjourned at approximately 5:27PM

ATTEST:



Wendy Hobson
Civil Service Coordinator



Beckie Summers
Chair