

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

**Date and Time:** June 7, 2018 at 5:00 PM  
**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, and Heller were present.

**Approval of Minutes:**

Board Member Sexton motioned to approve the May 3, 2018 minutes. The motion was seconded by Board Member Hansen. Board Member Heller indicated she was not present for this meeting and will be abstaining.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 1 ABS (HELLER). THE MINUTES FOR MAY 3, 2018 WERE APPROVED AS WRITTEN.

Board Member Heller shared concerns about the February minutes stating it is partially the fact that 1.) We are no longer televised so we don't have a video record and 2.) The audio record is often difficult to get through; compared minutes from February with extensive appeal hearing that lasted 3 hours and 43 minutes with 3 pages of minutes to May meeting with no hearing which lasted 1 hour and 4 minutes with 4 pages of minutes; too much of a summary, need more substance in the minutes; requested that the February minutes be redone.

Board Member Sexton expressed disappointment in the minutes from the February hearing stating the questions and the responses were kind of a mixed bag; asked everyone about PMP 715 and he thinks there was only one response; one of the things he was looking for and trying to find the audio of was Mr. Gatchell's testimony which he felt was kind of a big deal; wanted to hear it again but hasn't been able to find it; besides that minutes were great.

Chair Summers added that the Board has already passed the minutes with the facts and findings in them and is of the opinion these minutes should be approved and taken off the table and things can be done a little differently in the future. Board Member Heller indicated she could defer to that and for future reference the audio sometimes has technical issues or is just difficult to get to; would like more substance to the summary minutes.

Board Member Hansen added that we do have a recording of the hearing that is available if the case were to go up to Superior Court which could be transcribed and would become the record.

Jennifer Taylor, Counsel to the Board advised that Board Member Hansen is absolutely right; the real record is the actual recording which can be transcribed. Ms. Taylor indicated that the minutes are very detailed; extremely detailed and that it is a staffing and resource issue that might make it more problematic; the summary minutes are appropriate. Ms. Taylor further stated we could be putting Ms. Hobson in a very difficult position of determining what relevant testimony is and what is not; don't feel that is an appropriate call for her to make in terms of summarizing the testimony.

Chair Summers shared that she almost had a motion to pass and really appreciated Ms. Taylor's comments. Ms. Taylor indicated she did feel that the minutes should be passed. Chair Summers added that the opening remarks from both parties needs to be more than one sentence. Ms. Taylor added that Ms. Hobson could easily spend three days typing minutes; Chair Summers understood but reiterated the recording is difficult to find, hear and even when we're careful it's difficult with just the recording; don't want to call in court clerk to do verbatim.

Board Member Heller moved to un-table the February minutes and pass them. The motion was seconded by Board Member Sexton.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE FEBRUARY 1, 2018 MINUTES PASSED.

**Communication for Information:**

Board Coordinator Wendy Hobson shared a Request for an Appeal Hearing was received from David Haley; this request was denied and handled administratively through the Chair and Counsel and lacked jurisdiction. Ms. Taylor added that this was a terminated employee who was in an appointive position.

Chair Summers indicated that there was going to be some discussion on reclassifications and asked Assistant Human Resources Director Shelby Fritz if she had a date for this study session. Ms. Fritz stated that she hoped it would be by end of summer and that she was planning to work with IBEW Local 483 on it adding she had collected quite a bit of information but still had more to collect. Chair Summers asked for history of how reclassifications happened adding that the City Council must have a resolution of how and when this occurred and requested a copy of it.

Board Member Sexton questioned if this person was in an appointive position; sounds like he was just moved to an appointive position. Ms. Taylor confirmed this has been an appointive position since 2009 and has been an unclassified position for nine years according to the HR document she looked at.

Ms. Hobson advised that the July 5<sup>th</sup> meeting has been rescheduled due to the holiday and will be held on July 19<sup>th</sup> and the Appeal Hearing in the Matter of Justin Edwards will be on this date as well.

Ms. Hobson shared that the study session on reclassifications has been postponed pending Human Resources research and review.

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

Chair Summers reconfirmed that the date of the Appeal Hearing in the Matter of Justin Edwards on July 19<sup>th</sup>.

**Human Resources Director Report:**

Assistant Human Resources Director Shelby Fritz reported on one list extension for Customer Service Representative Technical and one list abolishment for Construction Inspector.

Board Member Sexton complimented Rodney Croston on an excellent report.

Board Member Sexton shared that the first report answered his question but the second one did not; he has asked before about minimum qualifications and thinks some of these need to be looked at; this one here could use some looking at; someone with years of construction experience wouldn't necessarily be qualified for this position but they could be the best person for this position of Construction Inspector.

Chair Summers pointed out an error in the number of City of Tacoma residents and confirmed the correct number should be one.

Meeting adjourned at 5:23PM

**ATTEST:**



Beckie Summers, Chair



Wendy Hobson  
Civil Service Board Coordinator