

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

Date and Time: October 4, 2018 at 5:00 PM
Location: Tacoma Municipal Building, Council Chambers
Chair: Beckie Summers
Coordinator: Karen Short

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:

Chair Summers asked for a motion to approve the August 2, 2018 minutes. Board Member Sexton motioned to approve the August minutes; Board Member Heller seconded the motion. Board Member Sexton shared his appreciation of the minutes which included a long passage he spoke about typed word for word which he felt was important.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR AUGUST 2, 2018 WERE APPROVED AS WRITTEN.

Human Resources Director Report:

Assistant Human Resources Director Shelby Fritz reported on one list extension for Water Service Worker, 5061-17. Board Member Sexton indicated he didn't see the minimum qualifications that are usually included. Assistant Director Fritz pointed out that these can be found under No. 8.

Assistant Director Fritz also reported on two list abolishments; Tacoma Venue and Events Custodian and HVAC Mechanic.

Assistant Director Fritz then invited Human Resources Analysts Rodney Croston and Marisa Tetreault to present a request for Waiver of Competitive Exam for Click! Employees transitioning into Customer Services Representative classifications. Mr. Croston introduced John Hoffman, Customer Services Assistant Manager.

Board Member Sexton motioned to approve this request; the motion was seconded by Board Member Hansen.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS.

THE MOTION TO PERMANENTLY APPOINT K. LAMONT, M. AHOLA, D. ENGLAND, K. WILLIAMS, T. WARE, T. MCCORD, S. COOK, K. REED, AND S. MCCLATCHEY INTO THE CUSTOMER SERVICES REPRESENTATIVE CLASSIFICATION PASSED.

Mr. Croston then presented a Request for Temporary Appointment of Chelsea Braithwaite and Josef Walker, Customer Service Representatives. Board Member Heller moved to approve this request as stated. Board Member Hansen seconded the motion.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS.

THE MOTION TO APPROVE THE TEMPORARY APPOINTMENT OF CHELSEA BRAITHWAITE AND JOSEF WALKER PASSED.

Mr. Croston presented an additional Request for Temporary Appointment for Richard Edwards, Computer Support Technician. Board Member Sexton moved to approve this request. Board Member Heller seconded the request. Chair Summers asked for clarification on the date which is 2020.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE REQUEST FOR TEMPORARY APPOINTMENT OF RICHARD EDWARDS PASSED.

Assistant Director Fritz shared the recent promotion of Marisa Tetreault to Analyst and explained that they would be seeing more of her. She also announced that Audrey Hornbuckle has recently been promoted and is here this evening to present the request for Waiver of Competitive Examination for Toney Mathison and Phillip Ringrose. Ms. Hornbuckle provided background information on this request and then introduced Mark Henry, Operations Manager of Engineering in Public Works. Mr. Henry provided additional details to support this request.

Board Member Sexton motioned to approve the request. The motion was seconded by Board Member Hansen. Board Member Sexton thanked the City for all the details in these reports this evening.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE REQUEST FOR WAIVER OF COMPETITIVE EXAMINATION FOR TONEY MATHISON AND PHILLIP RINGROSE PASSED.

Toney Matheson and Phillip Ringrose were invited by the Chair to come up and speak; both expressed their appreciation of the Board's approval this evening.

Chair Summers shared that Ms. Lee was here this evening for a study session but needs to leave shortly and asked if the Board would approve moving this study session to December. Board Member Sexton motioned to approve this change and the motion was seconded by Board Member Heller.

Meeting adjourned at 5:24PM

ATTEST:



Beckie Summers, Chair



Wendy Hobson
Civil Service Board Coordinator