



AGENDA
CITY OF TACOMA
CIVIL SERVICE BOARD

MEETING: CITY OF TACOMA CIVIL SERVICE BOARD MEETING

DATE & TIME: JUNE 4, 2020 AT 5:00PM

LOCATION: THIS MEETING WILL BE BY TELEPHONE CONFERENCE CALL ONLY

Call in numbers:

1-669-900-9128	1-646-558-8656
1-346-248-7799	1-301-715-8592
1-253-215-8782	1-312-626-6799

Enter Meeting ID: 835 0283 7589
Password: 082837

THE GOVERNOR'S RECENT PROCLAMATION (20-28) SUSPENDS THE REQUIREMENT OF THE OPEN PUBLIC MEETINGS ACT (OPMA) THAT TELEPHONIC MEETINGS INCLUDE A PHYSICAL MEETING LOCATION WHERE MEMBERS OF PUBLIC MAY ATTEND. WAIVING THE REQUIREMENT TO HAVE FACILITIES MADE AVAILABLE FOR PEOPLE TO ATTEND WORKS TO PREVENT THE GATHERING OF PEOPLE AND TO FURTHER CURB THE SPREAD OF THE VIRUS. GIVEN THE CIRCUMSTANCES OF THIS TELEPHONIC MEETING THE BOARD'S PROCEDURES FOR COMMENTS BY MEMBERS OF THE PUBLIC ARE CONSIDERED MODIFIED SUCH THAT THE MEMBER OF THE PUBLIC WILL ASK TELEPHONICALLY FOR RECOGNITION FROM THE CHAIR AND WILL PRESENT ANY COMMENTS TELEPHONICALLY AFTER BEING RECOGNIZED BY THE CHAIR.

CHAIR: BECKIE SUMMERS

COORDINATOR: WENDY HOBSON

ITEM TOPIC OR ACTIVITY

1. CALL TO ORDER
2. APPROVAL OF MINUTES: **March 5, 2020 and April 2, 2020**
3. COMMUNICATION FOR INFORMATION: **None**
4. ACTION ON MATTERS STILL PENDING/NEW BUSINESS:
 - a.) **Request for an Appeal | Dennis Murphy, Environmental Services**



5. CONSIDERATION OF MATTERS SET FOR PUBLIC HEARING: **None**

6. CIVIL SERVICE COORDINATOR REPORT: **None**

7. HUMAN RESOURCES DIRECTOR REPORT AND REQUESTS:

Reports:

- a.) List Extension – Heavy Equipment Operator – Water Division, 5021-19
- b.) List Extension - Water Utility Worker, 5060-19
- c.) List Extension – Truck Driver / Equipment Operator, Tacoma Water, 5020-19
- d.) Waiver of Competitive Examination – Chris Orgeles, Information Technology Analyst
Principal Technical

8. COMMENTS BY THE PUBLIC:

9. COMMENTS BY THE BOARD:

10. ADJOURNMENT



COMMENTS BY THE PUBLIC: This is an opportunity to address the Board on issues of concern, problems or provide feedback and input on the personnel administration of the City Service. Essentially, this is an oral substitute for a letter, although a letter is preferred so it can be forwarded to the Board in advance so that the facts can be reviewed in a more orderly and efficient manner.

METHOD: When the Chair announces **Comments by the Public**, those wishing to speak should rise and go to the microphone located in the lectern across from the Coordinator's desk. When recognized by the Chair, state your full name and relationship to the City, i.e., citizen, applicant for employment, employee, staff person, manager or business representative, etc. Comments may be used to summarize an issue within a three-minute timeframe.

AGENDA ITEMS: When a member of the public wants an item scheduled on the Board's agenda, it should be submitted in writing to the Coordinator no later than noon on the Friday one week prior to the scheduled Board meeting. On the evening of the meeting, they should plan to arrive five to ten minutes early and check in with the Coordinator so the Board can be made aware of their presence. When the agenda item is announced, following the **Method** as listed above, provide an oral summary of the issue and be prepared to answer any questions the Board members may have.

PUBLIC HEARING: The purpose of a public hearing is for interested parties to provide the Board with information and opinions on the subject for which the hearing is convened. It is an official "on the record" communication designed to provide Board members with pertinent information to consider during their decision making process.

PUBLIC HEARINGS TAKING ARGUMENTS FOR OR AGAINST A PUBLIC ISSUE: Follow the **Method** as listed above. Oral statements should not exceed three minutes in order to provide everyone present an opportunity to be heard. Once the speaker has used the allotted time, the Board may ask questions and the speaker may respond but not engage in further debate.

Tip: Repetition should be avoided and unless new information is available, support or disagreement should be to simply restate a point if previous speakers have made the same point.

PUBLIC HEARINGS OF A QUASI-JUDICIAL NATURE: Briefs, memoranda, documentation and related materials the parties submit for review by the Board must be submitted to the Coordinator in writing no later than noon one week prior to the scheduled hearing. Response briefs must be delivered to the Coordinator's office no later than noon on the third business day preceding the hearing date. On the date of the hearing, involved parties should plan to arrive five to ten minutes early and check in with the Coordinator so the Board can be made aware of their presence. No person shall attempt to convey any information or opinion to Board members concerning any matter which is or may come before the Board for a quasi-judicial hearing except through the Coordinator in the manner listed in the Board's Rules for Adjudicative Procedures. *Because of the nature of quasi-judicial hearings, public participation is not allowed; only the parties, their representatives or witnesses called by the parties may address the Board.*

When the Chair announces the hearing as the agenda item, the parties who requested the hearing should move to the microphones located on the desk immediately to the left of the Coordinator. In disciplinary hearings, the disciplinary authority presents its evidence first. In all other hearings, the petitioner presents evidence first. All relevant evidence is admissible which, in the opinion of the Board, is the best evidence reasonably attainable. Oral evidence will be taken only on oath or affirmation. Exhibits or documentary evidence to be presented during the hearing must be presented to the Coordinator with the original and a minimum of six copies. Each party has the right to call and examine witnesses; to introduce exhibits and documentary evidence; to cross-examine opposing witnesses, to impeach any witness and to rebut the evidence against the witness or party. At the close of the hearing, the Board may allow for final arguments or request summary briefs. If briefs are requested, they must be filed with the Coordinator by noon on the fifth business day following the hearing. The Board may deliberate in executive session.

The final decision of the Board shall be made by motion and vote in an open public meeting. After the Board has rendered its final decision, the Coordinator shall propose a separate document reflecting the findings of fact and decision in disciplinary matters, or in other matters if requested by the parties and approved by the Board. For additional details, please refer to the **RULES OF PROCEDURE FOR ADJUDICATIVE HEARINGS FOR THE CITY OF TACOMA CIVIL SERVICE BOARD** available from the Coordinator at 591-5432.

EXECUTIVE SESSION: Executive Session is a "closed to the public" portion of the meeting for discussion of confidential matters. Final action will not be taken in Executive Session. When the Chair convenes the Board into Executive Session, only the Coordinator and the Board's legal Counsel will accompany them to the conference room. When the Board returns from Executive Session, the regular meeting will be reconvened and any decisions related to the Executive Session topic will be made in regular session where the Public may attend.

