

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

**Date and Time:** January 3, 2019 at 5:00PM  
**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:**

Chair Summers asked for a motion to approve the November 1, 2018 minutes. Board Member Sexton motioned to approve the November 1, 2018 minutes. Board Member Andrews seconded the motion.

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

**Communication for Information:**

Coordinator Wendy Hobson provided an update on scheduled study sessions for February and March on the topics of the Management Analyst Classification series and Residency.

**Human Resources Director Report:**

Assistant Human Resources Director Shelby Fritz reported on one list extension for Customer Accounts Supervisor and two list abolishments for Risk Analyst and Wastewater Treatment Plant Electrician / Instrument Technician.

Marissa Tetreault and Rodney Croston, Human Resources Analysts presented a Waiver of Competitive Examination to appoint Click! Employee Dawn Cross into the Customer Service Representative classification.

Board Member Sexton motioned to approve the request to appoint Dawn Cross into the Customer Service Classification. The motion was seconded by Board Member Heller.

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

THE MOTION TO APPOINT DAWN CROSS INTO THE CUSTOMER SERVICE REPRESENTATIVE CLASSIFICATION PASSED.

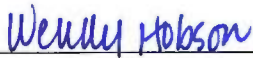
**Comments by the Board:**

Board Member Heller shared that she had been contacted by a constituent in November regarding an incident that occurred with a Meter Reader on November 15, 2018 in Southeast Tacoma. She requested a full, fair and thorough investigation of this incident of animal abuse and requested a report back to the Civil Service Board with the results of this investigation. Board Member Heller described the incident as a dog in a fenced yard that was sprayed with pepper spray by a Meter Reader adding that the Meter Reader did not need to enter the yard in order to read the meter.

Board Member Hansen asked if Alice Phillips had been informed of the study session next month. Ms. Hobson advised that Alice does receive the meeting agendas in advance and that Roberta Burnett was in the audience this evening as well. Board Member Hanson also asked if HR planned to bring job descriptions to the February study session. Assistant Director Fritz shared that she has been answering questions from IBEW and has prepared information to bring to the session but that this may not include job descriptions.

Meeting was adjourned at 5:10PM

ATTEST:



Wendy Hobson  
Civil Service Board Coordinator



Beckie Summers, Chair