

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

Date and Time: June 6, 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, and Andrews were present.

Approval of Minutes:

Chair Summers asked for a motion to approve the April 25, 2019 and May 2, 2019 minutes. Board Member Sexton motioned to approve the April 25, 2019 and May 2, 2019 minutes. Board Member Hansen seconded the motions.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS. THE MINUTES FOR APRIL 25, 2019 AND MAY 2, 2019 WERE APPROVED AS WRITTEN.

Communication for Information:

Coordinator Wendy Hobson advised that the Request for Appeal in the Matter of Thomas Carroll has been withdrawn.

The July 4, 2019 meeting is canceled due to the holiday.

The Board was reminded that they are now due for their Open Public Meetings training. Options were provided for this refresher course; Jennifer Taylor will provide this training immediately following the August meeting for all Board members.

Action on Matters Still Pending / New Business:

Jennifer Taylor recused herself from this next item and advised that Martha Lantz will be advising the Board on this matter due to her personal relationship with the Appellant.

Request for Complaint Hearing from Lt. Leroy Standifer, Tacoma Police Department. Deputy City Attorney, Cheryl Comer representing the City challenged the jurisdiction stating the issues in the complaint have already been addressed by the Human Resources Department and that the promotional process in this case consist of an application and an oral board; that is all there is and the oral board has not occurred yet. TMC 1.24.520 was cited stating that Human Resources has oversight responsibility of the promotional exam process. Ms. Comer asked that the Board not exercise jurisdiction over this complaint.

Lt. Standifer was asked if he had comment to add. Chair Summers reminded him that this was a jurisdictional discussion only and that any information regarding the complaint outside of jurisdictional issues would not be heard tonight. Board Member Sexton added that the City mentioned the issues in the complaint had been resolved and could Lt. Standifer at least comment on those. Chair Summers asked Lt. Standifer if the issues in his complaint have been resolved; he said no, they have not.

Lt. Standifer provided the following comment regarding jurisdiction. Jurisdiction is regarding the promotional process itself, and all the issues that led up to us applying as Police Captain for the promotion and as mentioned before has to do with that leadership book. Chair Summers again stated that this is not to hear the complaint but is only to discuss jurisdiction in this matter; a hearing would be scheduled at a later date if the Board decides to do so.

Board Member Hansen asked if the City had issues with regard to procedural issues with the way he filed the complaint; whether the complaint was timely or any issues associated with procedure or is the argument primarily that given that the City has done what he has asked that the issue is moot at this point?

Ms. Comer confirmed yes, the issues are moot but added as to procedure that Lt. Standifer is basing his complaint around the issue of race and that this would be in the realm of an EEO type of investigation. Ms. Comer further stated that this was a new allegation and something he could have filed through an EEO complaint but that obviously that is not something this Board has jurisdiction over. Board Member Hansen asked if he mentioned this in his complaint. Ms. Comer said she believed he used the word favoritism and only addressed the two items in his complaint.

Lt. Standifer added that he forwarded a complaint on April 2nd to Assistant Director Fritz and Captain Scruggs; on April 10th an email was sent to Assistant Director Fritz and to Gary Buchanan, the Human Resources Director to address additional issues before our meeting on April 11th that outlined all of those issues. All of these issues including bias and preferential treatment were reported.

Board Member Sexton moved that the Board grant the request for a Complaint Hearing. Board Member Hansen seconded the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION TO GRANT THE REQUEST FOR A COMPLAINT HEARING PASSED.

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: 24 AYES, 0 NAYS, 0 ABS.

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

Comments by the Board:

Assistant HR Director, Shelby Fritz presented two list abolishments and one list extension. Ms. Fritz then introduced HR Analyst Kat Flores to present a Waiver of Competitive Examination for Departmental Aide, Kelly Kim. Ms. Flores introduced Wendy Hobson as the supervisor of Ms. Kim. Ms. Kim works in the HR Department part time and will not reach the number of aggregate hours in a twelve month period so the department is asking for a twelve month extension.

Chair Summers expressed concern that Ms. Kim has held the position for a year and that it has not yet been made permanent asking what are the possibilities that funding will be approved.

Board Member Sexton questioned the number of hours Ms. Kim has worked; he cited the Municipal Code refers to a number of months asking if this was a part time position. Ms. Flores explained the reason for part-time hours. Board Member Sexton said the department should have been in here a long time ago for this extension. Assistant Director Fritz added that we had asked for funding in our budget process for this position and that is what delayed our coming before the Board.

Board Member Sexton moved to grant the request for Temporary Appointment of Kelly Kim.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE REQUEST PASSED.

HR Rodney Croston presented a Request for a one year temporary extension for Brenden Riggan, IT Helpdesk Specialist Intern. Brenden's supervisor, Sheila Fisher provided some background on Brenden's work with her team and the importance of the work he does.

Board Member Sexton asked if this person been extended before. This person has been in a position for a year and this is a six month position and that you all should have been here six months ago.

Board Member Sexton moved to approve the request.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE EXTENSION OF BRENDEN RIGGAN PASSED.

Comments by the Public:

Tamar Jackson, citizen of Tacoma and former member of the City of Tacoma. Mr. Jackson stated he is coming forward to ask moving forward how we are going to move forward as far as the municipal rules and the Civil Service rules; how that looks; how are we going to change that because it looks. We are working on 70 year old rules in a today's world. When I say that the municipal rules; is a blind bias. It is a place to where equality cannot be; how are we going to get over that hump and make it so the rules apply to everyone. I don't know how much you guys look into right now if a job needs a degree; I worked for the City of Tacoma for fifteen years and I'm very proud of that but I could see in order to make something happen I would need a degree for a job that you don't need a degree for. The rules are made for those that don't live around us. 70% of the workforce is white, supervisors and middle management are white, and that's not what our City looks like. What are we going to do to add equity to this workforce; that is something that is not happening? I ask you what is being done.

Board Member Hansen thanked Mr. Jackson for his comment and suggested the Board start looking at things we can do to increase diversity in the workforce within the City.

Board Member Sexton thanked Mr. Jackson; said we are pretty good, we try hard; the Board is usually more diverse than it is tonight. I try to bring up a lot of concerns regularly and I had HR add the minimum qualifications on these lists; I ask do you really need a degree. I think a lot of times my questions are falling on deaf ears. I think you continually come in to tell us what we're doing wrong and what we need to do it helps so much.

Chair Summers asked that he please don't go away, keep bringing his concerns to us. We have to work with the Human Resources Department; we have charge over the personnel rules; we have not done a good job on doing the housecleaning. I came on this board years ago after serving on the Human Rights Committee and this is where the blockage was; we couldn't get anything done. Thank you for using the term equitable; we do see it happening with appeals all the time I appreciate you speaking ; I want more people to understand we are not doing a good job; this

board has good intentions but if we don't change any rules we are not doing our job. Don't go away; if you go away there will be nothing done at this end of the table. Don't go away and keep us on task. Mr. Jackson shared his experience in applying for a Program Manager for the City but was told he needed a degree.

Meeting adjourned at 5:50PM

ATTEST:



Wendy Hobson
Civil Service Board Coordinator



Beckie Summers, Chair