

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

Date and Time: August 1, 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 June 6, 2019 minutes. Board Member Sexton motioned to approve; Board Member Hansen motion to correct page 2, paragraph 2 spelling of mute to moot. Chair Summers also indicated same correction in third paragraph as well when Ms. Comer confirmed yes.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 2 ABS (HELLER, ANDREWS). THE MINUTES FOR JUNE 6, 2019 WERE APPROVED WITH CORRECTIONS.

Communication for Information:

Coordinator Wendy Hobson reminded the Board of a Special Meeting scheduled for August 14, 2019 for a Motion to Reconsider in the Matter of Leroy Standifer. Chair Summers confirmed there will be a quorum on this date. Board Member Heller advised she had indicated she is not available on this date and requested to be excused.

The Study Session on Residency will be rescheduled as Assistant Director Fritz was not available this evening. This date was not added to the agenda pending the outcome of the Motion to Reconsider. Board Member Heller requested that the session on Residency not be scheduled during the Special Meeting.

Chair Summers asked about the training for the Open Public Meetings. Coordinator Hobson shared it was scheduled for this evening immediately following the meeting. Counsel to the Board, Jennifer Taylor added it would not take long.

Ms. Hobson shared a Request for Appeal had been received from Lt. Harrington of Tacoma Fire and had been denied as it was untimely. Board Member Sexton clarified that the request was denied before it got to the Board. Ms. Taylor responded that when there was a question of whether the complaint or appeal was timely or not was our understanding that the Board wanted Ms. Hobson to act as the gatekeeper when something was untimely. Board Member Sexton asked if denied is the correct term? Ms. Taylor added that if untimely the Board does not have jurisdiction over that.

Chair Summers asked how much paper was involved for this request for appeal. Ms. Hobson advised that there were three pages. Chair Summers asked that the paperwork be sent out to the Board Members.

Human Resources Director Report:

Assistant Human Resources Director Cheryl Bidleman advised she was going to provide a quick update on the Class and Comp Study update followed by one list extension, one list abolishment and three requests for non-competitive exam.

Board Member Hansen asked if the City had been looking at whether positions should be moved to the classified category. Ms. Bidleman shared this was a question she could take back. Board Member Hansen indicated he would like to receive follow up information to see if the Board needed to do some additional study in that area.

Board Member Sexton asked Ms. Bidleman to share the report with them. Ms. Hobson will send this information out to the Board.

Board Member Heller asked who the consultant was. Ms. Bidleman indicated Gallagher Research was doing the study. Board Member Heller asked if the website mentioned was external or if it was internal only. Ms. Bidleman confirmed it was internal only. Board Member Heller asked if this website can be made available to the Board. Ms. Bidleman asked Ms. Hobson to follow up. Board Member Heller also asked if this was a total compensation study or more limited.

Assistant Director Bidleman provided updates on a list extension for Administrative Assistant and one list abolishment for Customer Service Representative, Technical and then invited HR Analyst Marisa Tetreault up to present the Requests for Waiver of Competitive Exam for Click! Employees.

Ms. Tetreault presented the Request for Waiver of Competitive Exam for Kirk Newell. Board Member Sexton motioned to approve this request. The request was seconded by Board Member Heller.

Board Member Hansen stated that given these are long standing employees of the City of Tacoma, he would recommend that the Board just approve all of these Waivers of Competitive Exam; given the situation that they are looking at possible unemployment and it appears they are all very good employees who deserve to have a job with the City of Tacoma; I would recommend that we approve all of these waivers.

Chair Summers asked Board Member Sexton if he would take the friendly amendment. Board Member Sexton agreed to do so. Board Member Heller who seconded the motion agreed to accept as well.

Board Member Andrews raised a question indicating she heard that we are accepting the waivers; does that mean that the individuals will have permanent status and that there will be no subsequent review period. Ms. Tetreault advised that all will have a six month probation period and that all will have permanent status as City of Tacoma employees. Ms. Tetreault added that Alice Phillips from IBEW Local 483 was here and that she supported these requests.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE ALL THREE OF THE REQUEST PASSED.

Chair Summers invited the three employees up to introduce themselves.

Comments by the Board:

Board Member Heller indicated she was a little dismayed and kind of prompting for our residency meeting when we do have that study session; looking at these numbers of these lists; let's look at the last one for Customer Service Rep Technical which is an entry level position; it doesn't require much. It requires a high school graduation so not a high bar for education and two years of customer service so not a lot of years of experience either. With a large number of Tacoma city residents on the list, and yet we only hired three out of sixteen hires; so, I have some concerns

there. I know the Board has put a long standing table on our residency requirement but part of that table was that you were going to look more closely at City of Tacoma residents; so I just have a lot of concerns there and I want you to be prepared to address that when we have our residency study session.

Board Member Sexton added one of the things we've talked about in the past that we never see and we never talk about is retention; and I would like to see when we finally get around to it doing our study session on residency; we really need all the information available to us; and the retention of employees versus local employees I think would be really helpful to us.

Board Member Hansen added that he agreed with Board Member Heller; unless the position requires a great deal of education and specialization there really is no reason not to hire a City of Tacoma Resident for a City of Tacoma position; and so, I would like to discuss removing that blanket waiver from the residency requirement, especially given the fact that the voters of Tacoma had the opportunity to vote on the City Charter which does require residency; they approved the City Charter as is; given that fact, I think we need to do what the voters told us to do and that is to maintain that residency requirement unless there is some overriding reason not to do that.

Comments by the Public:

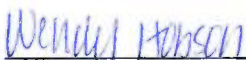
Alice Phillips, Business Manager for IBEW Local 483 stepped up to share that Chris Robinson, Power Superintendent of Tacoma Public Utilities, the Click! Staff, other departments and department heads, HR Department; there is a huge list of people that have stepped up and stepped out to help these employees that through no fault of their own are in this position. I have a heart-felt gratitude for the City of Tacoma for making sure that these employees have every opportunity afforded to them.

Board Member Heller thanked Ms. Phillips for her comments; it's unfortunate that the nature of our work that we hear about so many concerns and problems that the City is dealing with and it's nice to hear about the good job; we know that the majority of the employees are working hard and doing a good job; unfortunately we see a majority of problems because that is what we are tasked to address; so I would like to thank you for highlighting that for us tonight.

Chair Summers announced the Board would now be completing their Open Public Meetings Act training and the meeting was adjourned.

Meeting adjourned at 5:28 PM.

ATTEST:



Wendy Hobson
Civil Service Board Coordinator



Beckie Summers, Chair