

City of Tacoma Civil Service Board
MEETING MINUTES
(CORRECTED AT THE BOARD'S REQUEST TO BE REPORTED VERBATIM)

Date and Time: March 5, 2020 at 5:00PM
Location: Tacoma Municipal Building, Council Chambers
Chair: Beckie Summers
Coordinator: Wendy Hobson

Call to Order:

Chair Summers called the meeting to order in Council Chambers of the Tacoma Municipal Building at 5:00PM. Board Members, Hansen, Sexton, Heller and Andrews were present.

Approval of Minutes:

Board Member Sexton motioned to approve the February 6, 2020 minutes. Board Member Hansen seconded the motion.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS; THE MINUTES FOR FEBRUARY 6, 2020 WERE APPROVED AS WRITTEN.

Human Resources Director Report and Requests:

Assistant Human Resources Director Shelby Fritz: Before getting into our typical reports and updates, I wanted to come back to you on the topic of residency. After our discussion last month, I now have a better idea of what the Board's interest is regarding residency. I have been talking to many people and I have some ideas and would like to revisit the topic at our April 2 meeting. I have an idea on how a residency preference program could work; while helping out our recruitment process from not being too complicated, but allowing you all to feel you are still upholding your oath as well. If it's okay with you, I would like to come back on that topic on April 2.

Board Member Heller: I would request that we set this forward to the May meeting as I will be gone on vacation for the first meeting in April.

Chair Summers: Does that work as well?

Assistant Director Fritz: My only request would be if you could grant us time to fully implement the residency requirement until that point because we are working on this but we are also struggling to put a system in place for handling those hires that will require residency.

Board Member Heller: Help me; I am not following this request.

Assistant Director Fritz: Last meeting you reinstated the residency requirement.

Board Member Heller: Correct.

Assistant Director Fritz: I am hoping you would be willing to postpone activated that requirement until we can meet again.

Board Member Heller: No, I am not willing.

Chair Summers: We already have one waiver before us and it is for all of those that are outside of the Tacoma area.

Assistant Director Fritz: Yes.

Chair Summers: The other thing that I heard at our meeting with you last month was that there are some technical positions that you need to recruit outside of Tacoma for and I think that the feeling of the Board would be if you find those particular positions it would be better and then present in May. I think it is better; it was very well done when you looked at what was outside, but I also heard and I heard this well from you, there are some technical fields that should be blanketed as well. That is what we need to be looking at for April and then when Amy comes back we will look at your proposal.

Assistant Director Fritz: That leads me to another question. We are trying not to delay start dates and to extend the recruitment process any longer, is there a way instead of once a month bringing these to you that we can request residency waivers in between our meeting time? We can be creative, I am not saying we need to schedule more meetings if we do not need to but I just want to make sure that we are not making somebody wait.

Chair Summers: Correct.

Martha Lantz, Counsel: Just as a point of order, I don't think they can do that in the constraints of the Open Public Meetings Act because that would be an action by the group.

Board Member Sexton: We're here tonight.

Board Member Heller: Perhaps our legal counsel could look at alternate ways to conduct an open public meeting such as if we were to have a conference call with board members on the conference call and like on a star phone type setting where members of the staff could meet here, but then you would have board members on conference call. It's a good idea to look at options like that going forward when we're considering social distancing options and stuff; considering virus that's becoming a pandemic in our society.

Martha Lantz: To address that, if you give appropriate public notice and do give the public an opportunity to participate, that's acceptable. Other ways, Email, the Skype kind of thing, that doesn't work as well.

Chair Summers: But a phone conference?

Assistant Director Fritz: That would be great.

Chair Summers: Would it be an obstacle for you to coordinate this for us to have conference calls when necessary for waivers for the Civil Service Board?

Coordinator Wendy Hobson: Not at all, we can do that.

Chair Summers: Thank you. Does that take care of your concerns?

Assistant Director Fritz: yes, it does.

Chair Summers: We will see you in May.

Assistant Director Fritz: Thank you very much. So part of the regular business, I would also like to present two list extensions, two list abolishments, four waivers of competitive exam, and a residency waiver.

The first is we approved a list extension for the position of Office Assistant. It is a two-month extension; this is an open list; 287 people were on the original list, 116 of which were City of Tacoma residents; 19 people were hired from the list, eight of which were City of Tacoma residents. There are currently 268 people on the list, 108 of which are City of Tacoma residents. The departments are still considering candidates for hire from this list and we feel that a two-month extension will help us get those completed.

Second, we approved a list extension for the position of Construction Inspector for Tacoma Water. This is a six-month extension of an open list; 15 people were on the list, of which five were City of Tacoma residents. There were two people hired from the list, one of which was a City of Tacoma resident. Currently 13 people on the list, four of which are City of Tacoma residents. This list is used to determine set ups for temporary upgrades and is not anticipated to be used to fill permanent vacancies.

Third, we approved a list abolishment for the position of Welder Fabricator. This was an open list with 11 people on the original list, two of which were City of Tacoma residents. There were no hires from the list, 11 people are remaining on the list. The list has been fully vetted and determined to have no qualified candidates available for hire.

Board Member Heller: Ms. Fritz, just a clarifying question. On the Office Assistant list where there are literally a couple hundred people still on the list, I just want to clarify that you are applying the residency requirement to this list.

Assistant Director Fritz: Yes.

Board Member Heller: Okay, thank you.

Assistant Director Fritz: We approved a list abolishment request for the position of Railway Conductor. This was an open list; 38 people were on the original list, four of which were City of Tacoma residents; six people were hired from the list, none of which was a City of Tacoma resident; 25 people are remaining on the list and the four that are City of Tacoma residents are still on there. This list has also been fully vetted. There were multiple hires and candidates no longer seeking job offers. There is an insufficient number of qualified candidates to fill upcoming vacancies.

If there are no questions on that part, I would like to invite Marie Angel, a Human Resources Analyst forward to present a waiver of competitive exam.

Marie Angel: Good evening Chair Summers, members of the board, my name is Marie Angel and I am a Human Resources Analyst. I am here tonight to request two waivers of competitive exam for two Click! Employees. Unfortunately, they are not able to be here tonight but here to speak on their behalf is Alice Phillips of Local 483.

The first one is for Christina Reed. We are asking to put her in a position of Office Assistant. She has been working for Click! For five years and is looking forward to continuing her career with the City.

The next is for Carmen Justin. Carmen is also transitioning from Click! to an Administrative Assistant position with Planning and Development Services. Ms. Justin has been with the City for about twenty years.

Board Member Heller: I would move to approve these requests as stated.

Chair Summers: It has been moved to approve the waiver for competitive examination for Christina Reed and Carmen Justin. Do I hear a second?

Board Member Sexton: Second.

Chair Summers: Is there any discussion? Hearing none, all those in favor signify by saying Aye, any opposed, any abstentions.

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Alice Phillips: Chair Summers and Board Members, thank you for the opportunity. It is my understanding that both of these employees had previous engagements and could not make it tonight but on their behalf I would like to extend a heartfelt thank you not only to the board but also to the Human Resources Department both at TMB and TPU and to the executive team at TPU. They have been working with Local 483 tirelessly to try to make sure that the Click! employees who are being unfortunately displaced have a soft landing wherever they may end up. This is just another example of the City pulling together to help employees that want to continue their employment with the City do so. On behalf of 483 and those Click! employees, thank you very much, appreciate it.

Chair Summers: Thank you, and thank you for the presentation.

Assistant Director Fritz: Next up is Alissa McLain, Human Resources Analyst to present two waivers of competitive exam and a request for residency waiver.

Alissa McLain: Good evening Chair Summers and members of the board, my name is Alissa McLain and I am an HR Analyst who supports Tacoma Power.

First, I am requesting a waiver of competitive exam for Click! employee Denise Kerlee for the position of Administrative Assistant. Denise is a Network Operator Technician who has been with Click! for almost 22 years. She has a vast experience in customer service that will make her an asset as an Administrative Assistant at Tacoma Water. At this time, I am asking for approval of this waiver.

Board Member Sexton: I move that we grant the City's request for waiver of competitive examination for Click! employee transitioning to Administrative Assistant, Denise Kerlee.

Board Member Heller: Second.

Chair Summers: It has been moved and seconded, is there any further discussion? All those in favor indicate by saying Aye, any opposed, any abstentions.

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Chair Summers: It has been approved.

Alissa McLain: Thank you. For my next one, I have John Walkowiak with me for my next waiver of competitive exam. This is for Melody Hatcher. She is currently an Office Assistant in Power Energy Programs. She began her journey with Click! back in 1998 and back in August she actually received a competitive examination into this current position. After they looked at the position, it was actually reclassified into an Administrative Assistant position to properly align the work duties in this classification. With this, I am asking for new approval of this waiver of competitive exam as her position has been reclassified.

Chair Summers: And can we hear from you please?

John Walkowiak: Chair Summers and members of the board, my name is John Walkowiak and I am the Conservation Operations Manager at Tacoma Power. I have been my privilege to work with Melody Hatcher over the last almost nine months. She has grown so much and become such a vital part of our program, we have looked really hard at our three positions for incumbents in that position, and with the help of HR, we found out that we really needed to upgrade that position. Unfortunately, Ms. Hatcher could not be here so I am here on her behalf and am happy to answer any questions.

Board Member Heller: I would move that we approve the City's request as stated.

Board Member Sexton:for Melody Hatcher.

Chair Summers: Second. Are you seconding it?

Board Member Sexton: Yes.

Chair Summers: Is there any further discussion? All those in favor indicating by saying Aye. Any opposed, any abstentions.

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Alissa McLain: Finally, I am requesting a waiver of residency requirement for the employees who work at sites outside the City Tacoma. These locations are outlined in the document that is provided and those are Cowlitz, Nisqually, Cushman, Green River, Mcmillin, Alder Lake, Mayfield Lake, Taidnapum and South Service Center. I am requesting a waiver of residency for those locations.

Board Member Hansen: I'm looking at this and I'm wondering about a couple of locations here, there's one in Puyallup and one in Spanaway which would not require a major move on someone's part if they were a Tacoma Resident. I know the other cities are somewhat removed; Glenoma, where is that?

Alissa McLain: I apologize, I don't know. A lot of these locations I have positions within Tacoma Power that have a commute time, especially for our hydro locations and it is critical that they are in a 30-minute distance and from Tacoma, I went there last week and it's about an hour and fifteen for at least Nisqually.

Board Member Heller: Glenoma is in Lewis County actually.

Board Member Hansen: Glenoma? Oh, okay.

Board Member Heller: I would move that we approve the City's request as stated.

Chair Summers: Do I hear a second?

Board Member Sexton: Second.

Chair Summers: It has been moved and seconded, is there any discussion? Hearing none, all those in favor signify by saying Aye, any opposed, any abstentions.

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Chair Summers: I want to thank you for bringing this forward in such a timely manner. These are the kinds of things we are open to and it was a great presentation including all the background material that you supplied.

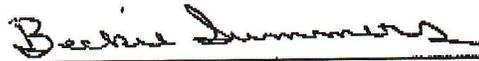
Alissa McLain: Thank you. We have a lot of summer workers so I really appreciate as the summer gets near...appreciate you guys listening to me tonight. Thank you.

Assistant Director Fritz: That concludes my report.

Chair Summers: Is there anyone from the public that wants to comment? Is there any comments from the board members? Hearing none, we are adjourned.

Meeting adjourned at 5:18 PM

ATTEST:



Beckie Summers, Chair



Wendy Hobson
Civil Service Board Coordinator