

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

**Date and Time:** September 3, 2020 at 5:00 PM  
**Location:** By Telephone Conference Call  
**Chair:** Beckie Summers  
**Coordinator:** Wendy Hobson

**Call to Order:**

Meeting called to order by Chair Summers via telephone conference call at 5:00PM. Board Members Sexton, Heller and Andrews were present. Board Member Hansen was not present.

**Chair Summers:** May I get an introduction of city staff that are present.

**Ben Thurgood:** Yes, I can help with that and I will maintain the Zoom meeting. Would you be okay if I just read down the list of individuals who are in attendance or do you want them to introduce themselves?

**Chair Summers:** No, that would be fine.

**Ben Thurgood:** We have Ben Thurgood, from the City Continuous Improvement group, Dan Sexton, Ellen Andrews, Martha Lantz, Wendy Hobson, Shelby Fritz, Kat Flores, Alissa McLain; both Kat Flores and Alissa McLain are in Human Resources. Karen Short from Human Resources, Kathy Emerson from Human Resources, Lynn Stehr from Human Resources, Marie Angel from Human Resources, and Marisa Tetreault from Human Resources. Martha Lantz from Legal.

**Chair Summers:** Thank you. Can I get a motion to approve the minutes of July 16, 2020?

**Board Member Sexton:** So moved

**Board Member Heller:** 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: 3 AYES, 0 NAYS, 0 ABS.

THE MOTION TO APPROVE THE JULY 16, 2020 MINUTES AS WRITTEN PASSED.

**Chair Summers:** Communication for information this evening

**Board Member Heller:** Madam Chair, at the last meeting I had put in an information request which was perfectly delineated out in our meeting minutes, yet, I don't know about you but I haven't received any of the information requested yet to date; nor a five-day letter in response.

**Chair Summers:** I am not sure what information you are asking for

**Board Member Heller:** I put in an information request for information under the emergency hire for the number of employees that were hired, delineated by the employee name, position number, title, division, supervisory name, hire date, type of appointment; whether it was regular, permanent, temporary, emergency hire or project hire, and also if it was a diversified hire or not.

**Chair Summers:** We will submit that request again, and hopefully we'll get more information on that matter.

**Coordinator Wendy Hobson:** Board Member Heller, did you email that request?

**Board Member Heller:** I didn't; I did not, but as you know an information request, can be made verbally and it was on the record of our meeting.

**Assistant HR Director Shelby Fritz:** Chair Summers, this is Shelby Fritz. Good evening, I just wanted to let you know that I have that information. I was waiting for the written request just to make sure that I hadn't missed anything so if you're okay with what was written in the minutes, I'd be happy to send it out to you

**Chair Summers:** I appreciate that, thank you. Ok, any other communications? Okay, actions on matters still pending, new business. Proclamation Emergency Rule No. 3. I do want to know if this has been used and how often by HR, that was one of my questions. I wonder if any other board members have questions at this time. Nobody has anything; Board Member Heller?

**Board Member Heller:** Thank you, I have a question about the anticipated duration of this emergency proclamation; it has an effective date but I don't see a sunset date in here so I would like to know what the anticipated duration is.

**Chair Summers:** Is there a staff member who can answer that question

**Shelby Fritz:** Chair Summers, this is Shelby Fritz.

**Chair Summers:** Good evening again, if you could, and please address my question as well if you are able.

**Shelby Fritz:** I am actually; so first, the information you are requesting really encompasses the information request of Board Member Heller. (Inaudible)

**Chair Summers:** Board members that are not speaking, will you please mute yourself? Please continue Ms. Fritz.

**Shelby Fritz:** We have made 57 hires since the proclamation went into effect. Twenty-nine of those were for regular appointments. The City also has a process in place for determining whether it is critical to hire at this point and the City Manager has put a hold on all positions that don't meet specific criteria relating to the state of emergency. So, twenty-nine of those are regular appointments; twenty-six are temporary appointments; those are the bulk of our Laborers that are out working at the dams. There were 2 project appointments. I can send all of this information to you after the meeting as well. I have the spreadsheet that Amy was requesting. In terms of the sunset date, the way I read the Mayor's Proclamation of Emergency is that it is going to be in effect until the end of the state of emergency and we don't know when that is going to be yet.

**Martha Lantz (Counsel):** Chair Summers, this is Martha Lantz. The end of the sunset, or the termination of the rule; the memo that the board had asked for that I provided at the last meeting on this topic; what I noted is exactly what Ms. Fritz alluded to is at the least, the rule would be in place until the emergency ends. If the Mayor and the Council desire, they could, get back together and determine to repeal or sunset or terminate the rule but they have not done that.

**Chair Summers:** Thank you Ms. Lantz. I do have a couple of other questions that you have raised for me. Who submitted this to the Mayor; I mean how was this submitted to the Mayor?

**Shelby Fritz:** This is Shelby Fritz. I can't answer that question. Martha, do you know?

**Martha Lantz:** I don't know either.

**Chair Summers:** Okay

**Martha Lantz:** In the memo, again, I think I laid out the order of how the rule was adopted but if you watch the council meeting in which the rule was adopted, it appears on the agenda and is not presented by any particular staff member, it's presented by the Mayor.

**Chair Summers:** My question is more was this a City Manager position, was this an HR position; I'm trying to figure out the reasoning behind this and your memo was wonderful but it didn't really talk about the reason behind the need for this particular proclamation. I do appreciate that Ms. Fritz is keeping track of this and that we will get some numbers about this, but I am not hearing really why this was done the way it was done. We accept it and we accept your memo and we accept that this will not end until the pandemic ends but I just have a question as to whether or not there is a need. Are there other board member comments? Hearing none, Human Resources Director report and requests, Ms. Fritz.

le on the list. We use this list to determine set ups for temporary upgrades and anticipate that we will use the list to fill a permanent vacancy within the year. The list is still good and that is why we approved the extension of it.

**Shelby Fritz:** My report this evening is on three list extensions and one list abolishment. The first list extension approved is for the Tool and Equipment Room Coordinator, this is a promotional list; there were 10 people on the original list and there are still 10 people on the list. We use this list to determine set ups for temporary upgrades and anticipate that we will use the list to fill a permanent vacancy within the year. The list is still good and that is why we approved the extension of it.

The second list extension is for a Truck Driver Equipment Operator in Tacoma Water. This is also a promotional list; seventeen people were on the original list, one person was hired and sixteen people remain on the list. We extended it because we have also used this list for promotional upgrades and are anticipating two vacancies to be filled.

The third extension is for Customer Service Representative. This is a really big list; it's an open list and has been extended once before. It has a total of six hundred fifty-seven applicants originally on the list; eleven were hired and there are still six hundred forty-six individuals on the list. We anticipate filling three additional vacancies from this.

In terms of the one list abolishment, Assistant Power Dispatcher Candidate. It's an open list; thirty-nine original candidates on the list; three were hired; thirty-six people are currently on the list. The reason for abolishment is that the list was fully vetted and there aren't a sufficient number of candidates left for consideration.

That concludes my report.

**Chair Summers:** Thank you for that report. Are there any board member questions or comments? Hearing none, are any comments by the public? No, hearing none, are there any additional comments by board members? Hearing none, I want to thank you all for being here and I will see you all next month. We are adjourned.

Meeting adjourned at approximately 5:18PM

ATTEST:



Beckie Summers, Chair



Wendy Hobson  
Civil Service Board Coordinator