



Tacoma Civil Service Board  
Meeting Minutes

**Date and Time:** August 5, 2021 at 5:00 PM  
**Location:** By Zoom teleconference  
**Chair:** Beckie Summers  
**Coordinator:** Wendy Hobson

**Call to Order:**

Chair Summers called the meeting to order at 5:00PM. All board members were present. Also present was Deputy City Attorney Martha Lantz.

**Approval of June 3, 2021 minutes:**

Board Member Sexton motioned to approve; Board Member Heller seconded the motion. With no discussion, a voice vote was taken.

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES OF JUNE 3, 2021 WERE APPROVED AS WRITTEN.

**Communication for Information:**

**Chair Summers:** That would be Ms. Hobson?

**Wendy Hobson:** First item is in the matter of Zebulah Farrow. The hearing that was previously scheduled for this evening has been continued and that was due to witness availability at the Appellant's request. I have confirmed September 23<sup>rd</sup> for that hearing. Any questions regarding that item? No? Ok.

The second item is the September 2<sup>nd</sup> meeting falls just before the Labor Day holiday weekend and I just wanted to check in with you to see if you wanted to have that as scheduled or if you would like to combine that with the September 23<sup>rd</sup> hearing... what would you like to do?

**Chair Summers:** I would rather not combine it, so that the appeal can have the full attention to that matter. I have no problems if there's nothing urgent from the City, in cancelling that meeting. I'm not sure how the other Board Members feel. No comments from the board? Board Member Heller?

**Board Member Heller:** I can live with that. That makes sense to me.

**Chair Summers:** Other comments from Board Members?

**Board Member Andrews:** I'm fine.

**Board Member Hansen:** Same. If we don't have anything substantial then there's really no point.

**Chair Summers:** And if there is something that comes up, you can notify the Board and we'll go back to holding that meeting.

**Wendy Hobson:** Okay, and then I have one other item that is not on the agenda. I just wanted to let you all know that the minutes from the July 15<sup>th</sup> hearing are still a work in progress, so I will... should have those complete for your review and approval at the next regular scheduled meeting. That's all I have.

**Chair Summers:** Thank you.

**Board Member Sexton:** Madam Chair?

**Chair Summers:** Board Member Sexton.

**Board Member Sexton:** This is probably for Wendy. I was trying to figure out if there's a, if we have another agenda. There seems to be a lot of HR requests today and they aren't listed on the agendas as far as I can tell. Do we have that somewhere? Is there that information somewhere?

**Chair Summers:** In the past, we've generally listed under Human Resource Director's Report: the waivers and the request for residency waivers, competitive exam and that way we have a list of the names even though the follow up material is given to us in the packet and I believe that's what Dan is trying to get at because there is no list of names under your Human Resources Director Report. So, I will let you take it Ms. Fritz.

**Assistant Director Fritz:** The reason for the change is because we are still under the Emergency Directive, but what we agreed is that we would still provide you copies of everything that happened, even if they aren't coming forward to the Board for decision. So, what you've received, and we've been hiring like crazy, so what you've received is copies of everything that you would have seen, things you would have normally approve, but approved as part of the Emergency Proclamation that we are still under. Does that help?

**Chair Summers:** That makes sense and, yes. It makes sense to me. Dan, does that answer your question?

**Board Member Sexton:** Yeah, I guess it does.

**Chair Summers:** So, we aren't getting any of the actual...

**Board Member Sexton:** So, there's nothing that we need to take action on

(2 or 3 people talking at once)

**Wendy Hobson:** That request and agreement was that when we post the approved minutes on the website, that those documents would also be included with it. And that is being done.

**Chair Summers:** Thank you. Board Member Heller?

**Board Member Heller:** Yeah, I would just like to state for the record that it seems like this is quite an abuse of the process. As there are quite a few more entry level types of positions where they're just slamming them in under this Emergency Proclamation. This isn't really an emergency anymore. This is more of the new normal and there's no reason, that I can tell, and it makes sense to (I think) a reasonable person, is that a janitorial position needs a residency waiver when there were multiple city residents on the list. So, in my opinion this appears to be an abuse.

**Chair Summers:** Board Member Hansen.

**Board Member Hansen:** Sorry I interrupted you Board Member Heller, but I agree with you absolutely and I wasn't going to say anything. I looked at it and I was so upset that I thought maybe I shouldn't say anything, but, I mean, this is just a complete failure to follow the directives of the City Charter. I don't see any reason why this is continuing. And I looked at this list and I thought.. is the new rule that if you're a resident of the city that you're not going to get a position? I mean, there were so many positions that were hired, for people who are not residents of the City that I was wondering.. did you guys hire any residents of the City of Tacoma? It seems, it appears that just about all your hiring are people outside of the city and as Board Member Heller said, you know, I don't see what the emergency is. I would be interested if you could articulate as to what the emergency is that requires you to hire people that are not residents of the city. And as Board Member Heller also said, you know this is kind of the new normal and this is what we are dealing with. I don't see what the emergency is at this point. And I believe Ms.... ::cannot understand:: defer to Ms. Lantz as this point. Because I think she had her hand raised, but I'm finished...

**Chair Summers:** City Attorney Lantz?

**Deputy City Attorney Martha Lantz:** I don't have a substantive comment, Board Members, but I just wanted to suggest that you're still up under, I think you're under... we hadn't gotten to the Human Resources Director Report section on the agenda, you are still talking about the agenda itself, so.. because that was the way it was ordered on the agenda, it seems like it would be better discussed under the Human Resources Director Report. And this is a regularly scheduled meeting, so I don't think it's just.. it's not terribly strict, but for point of process.

**Chair Summers:** Thank you.

**Board Member Heller:** Well, I think we are under Communication for Information, so I think absolutely this is an appropriate conversation to be had under Communication for Information.

**Deputy City Attorney Martha Lantz:** Ok.

(2-3 people talking over one another)

**Board Member Hansen:** ... when we can talk and when. I don't think that's productive.

**Deputy City Attorney Martha Lantz:** Alright, well I apologize. I just want to be sensitive to the protocols. And I certainly did not mean to derail the substance of the conversation. I don't have anything to contribute in that and did not intend to.

**Board Member Andrews:** Madam Chair?

**Chair Summers:** Board Member Andrews.

**Board Member Andrews:** There is... possibly, we could get more information on one of these during that HR report. The one related just to the classification of custodian. It was around, the employee was Ramel Cortez. Maybe during, later in the agenda, someone in the HR office could talk about the circumstance that made this appropriate for a waiver of the residency requirement.

**Chair Summers:** Thank you.

**Board Member Sexton:** Madam Chair.

**Chair Summers:** Board Member Sexton.

**Board Member Sexton:** I wanted to follow up on something Ms. Fritz said. Um, reported.. now I have the echo. The documents, you said, would wind up online... were you talking about the residency waiver requests? We got a lot of information this time, I'm trying to figure out what's what. Ok, thank you.

**Assistant Director Fritz:** Yes, I'd have to defer to Wendy on this, but I don't know that they're typically attached to your agenda. I think what we agreed to earlier is that they'd just be attached to the minutes. Which, of course, are provided to you and posted on the website, at least while we are in this emergency situation. I should probably be clearer in my speech, under this Emergency Order.

**Wendy Hobson:** So, pre-Emergency Order, we would list the items and categorize them by, the abolishments, list extensions, non-competitive appointments, residency waivers, in those categories. And after the Emergency Proclamation was put into place, it was agreed that we would just provide copies in your packets. They would not be listed on the agenda. And once you approve the minutes for that particular meeting, and we go to post them on the Civil Service Board webpage, that all of those documents would be attached and put online for members of the city, the public, to view. And that particular piece of the agreement was actually requested by Board Member Heller.

**Board Member Andrews:** Follow up question, Madam Chair.

**Chair Summers:** Board Member Andrews.

**Board Member Andrews:** Related to what is posted on the website, for the apprentices that are included, their certificate of completion is part of the packet. So, would that go online for everybody to see as well?

**Wendy Hobson:** No, it would just be the actual request waiver of competitive exam.

**Assistant Director Fritz:** Chair Summers?

**Chair Summers:** Yes, Ms. Fritz?

**Assistant Director Fritz:** I think I might be able to help in this situation. So, if it's helpful, I can prepare a memo kind of outlining the process and what we agreed to, but also I've provided you reports a couple of times that shows our hires and the exceptions we made under the Emergency Order for residency requirement. And if it would be helpful for the Board, I'd be happy to provide that again, because what I think you're seeing is sort of an accumulations. Last month we didn't meet also. So, something for you to consider.

**Chair Summers:** I appreciate that. I do have a couple of comments because I did go through all of the material, and one of the things I did notice, which can be corrected before you come back before us for these waivers, is that the formats were different depending on who requested it. And if we could have formats, that were the same. It would be very helpful, if you in fact ever get out from under the Proclamation of Emergency and we actually ever see these before us again... which, I don't know if that's going to happen because nobody quite knows when the end of this is going to come. I am very concerned that we are still meeting by Zoom. And I am very, very concerned, this has to do with communications that we have an appeals process that will be in this format, which is going to be very difficult for all of us. Again, it has to do with our communications. How we communicate with one another. How we communicate with the public. One of the things I was going to suggest tonight is that we have a run through and City Attorney Lantz, I would like to know if that would be a rehearsal so that everybody understands what the process is for the appeal. Who goes first, who speaks. I would also like to request, and this did not happen at the, complaint hearing, that a list of who's going to be speaking, who's been subpoenaed, and in what order come before us, before our meeting. That should be a part of the agenda package. So, those are all things that I would like to request under the communication part of our business. Ms. Lantz is there any direction you would give?

**Deputy City Attorney Martha Lantz:** Are you asking.... I'm sorry. No, I think that's fine. I think you could discuss that under consideration of matters set for hearing. I mean, you're not having a hearing at this time, but you're talking about an upcoming hearing or I think it's also appropriate now under communication.

**Chair Summers:** I'm asking (two people speaking) for a rehearsal. Ms. Heller, a moment. I'm wondering if we can do a rehearsal before the actual hearing, so another special meeting which would just to be to go over the ground rules for the hearing.

**Deputy City Attorney Martha Lantz:** Oh, yes. Absolutely, yes you can do that. I thought you were asking if you could that in this meeting and I'm not confident that... to that extent.

**Chair Summers:** I don't think we're prepared for... yeah. I don't think we're prepared for that at this meeting.

**Deputy City Attorney Martha Lantz:** Yes. No, absolutely.

**Chair Summers:** Ms. Heller.

**Board Member Heller:** Thank you. So, since we are a month and a half out from this appeal hearing and since, in September we still have normally somewhat decent weather, perhaps we could explore having this hearing in an outdoor setting in one of our parks, city parks. As it's been documented and proven that the virus is less an issue when you're in an outdoor setting and that would still allow for us to conduct a hearing in person.

**Board Member Hansen:** Madam Chair.

**Chair Summers:** Board Member Hansen.

**Board Member Hansen:** And I appreciate Board Member Heller's trying to resolve this issue, but I think trying to do that may be a little bit difficult, especially if it's in a public area because people are walking around, we don't know who might be there that might disrupt the hearing. There's a lot of issues that we would have to deal with if we were holding this in a public area, like say a park or something along those lines. I did a hearing in a library once and it was... and they ended up giving us an area in the hall to do the hearing and it turned out to be quite a headache. So, I'd like to avoid that. And I think that's, you know, that's a great... that might be a way to resolve it but I think there might be too many difficulties associated with trying to do it that way. And as I said, I have done some Zoom hearings with Perc and actually they went pretty smoothly. And I don't know that we've had one of these appeal hearings before by Zoom, but I have done the appeal hearings, or a hearing, before Perc in this kind of format, in this new format. And, I don't know if we have explored the issue of documents, I think we're all going to get copies of the documents and, I think, I don't know, you know if the attorneys have worked out ways for the witnesses to review the documents, during their testimony. I think, you know, we did have a very specific procedure with Perc with what we were going to do with the documents and we had all of those put into a drop box and then they were accessed in the drop box during the hearing. So I think, you know, that's something that that Ms. Lantz maybe might be able to help us with. As far as the, you know, some things that we may need to work out prior to the hearing in order to do a... if we decide to the hearing by Zoom. And then the parties could be informed prior to the hearing as to how we were going to handle documents and, exhibits and that kind of thing. And so, that's an idea that I'd like to throw out there that we have as, as Chair Summers has mentioned, you know, getting these issues resolved... and I don't know if we've scheduled some way to do kind of a run through with a Zoom and whether or not

we include the parties in the rehearsal for the Zoom. When we did it with Perc, I mean, we had the parties there and, then we kind of walked through the procedures that we were going to use. But, I think that it would be useful, though, if the parties were at least informed of the procedures if we do have it by Zoom. So...

(Chair Summers and Board Member Hansen speaking over one another)

**Chair Summers:** I appreciate you saying that. And a part of what I would like to do and part of what I would like to do with doing this for the Board and it's for the Board to get familiar with and comfortable with how we're going to proceed. And then the beginning of the meeting, at that time, let people know how we are going to proceed. Including, and I never even thought about documents, but including the handling of documents so everything is clear at the beginning of the hearing. That's how I had anticipated.. but I feel like the rehearsal is better... is meant to better us in conducting ourselves at the hearing.

Are there other comments? Ok.

**Board Member Hansen:** I have another...

**Chair Summers:** Absolutely.

**Board Member Hansen:** Does that sound reasonable to you to help us through the dress rehearsal and to develop some procedures for preps, handling exhibits, that kind of thing.

**Deputy City Attorney Martha Lantz:** I'll do my best! Yes, absolutely. And I'll speak with my colleagues, not obviously about the substance of the hearing, but as to how they are anticipating the procedure will go. So everybody can be ready. The Deputy City Attorney that's going to be presenting this matter is Paul Goulding since the appellant is a utility employee. So, I will talk with him.

**Board Member Hansen:** Alright, thank you very much. Appreciate your help with that.

**Chair Summers:** Is there any other comments under Communication and Information?

**Board Member Sexton:** Madam Chair?

**Chair Summers:** Board Member Sexton.

**Board Member Sexton:** I just want to add that I am against us trying to have an appeal hearing on Zoom. You know, I am getting this echo every time I speak. This is hard enough. You know, trying to do an appeal on this, I think, if the City is open back up by the time of our appeal, September. Hopefully it will be, it should be. I don't see, you know what... no one is more scared or paranoid about all of this than I am. But, being vaccinated, I don't see any reason why we shouldn't be meeting in person. I think the appeal on Zoom is a really bad idea and I would not support it. Thanks.

**Wendy Hobson:** Shelby?

**Chair Summers:** Ms. Hobson?

**Wendy Hobson:** Shelby had her hand up. Shelby?

**Chair Summers:** Oh, Ms. Fritz?

**Assistant Director Fritz:** It kind of blends into my background, I apologize for that. So two things. I wanted to tell Dan, or Board Member Sexton, that he's got to mute one of his devices, so if his phone is not on mute then you got it. Ok. And then second, we don't have any control over when we are going to be able to operate in person again. Wendy and I are checking with our legal department regularly for guidance on that. And are waiting for the affirmative to go. Just as a heads up, we are also seeing cases on the rise, so it's even a little more murky than it was last month. So, as I mentioned we'll keep you posted on what we're hearing. Things could be completely different by September and in-person might be an option, but right now we are getting guidance to continue to do thing virtually. So, just wanted to let you know that as well.

**Chair Summers:** Thank you.

**Board Member Heller:** Can we go back to new business?

**Chair Summers:** Yes, we can. Board Member Heller?

**Board Member Heller:** So, I would like to explore, among the Board, the idea of sending a letter to the Mayor and Council requesting that as a component of the Emergency Order that impacts the hiring process and holds it in the normal hiring process under Civil Service Rules in abeyance be rescinded. This is due to the fact that I do believe this is the new normal and we may be in this sort of a situation for quite some time. What with the new variant and there is even a 5<sup>th</sup> variant that's, I believe, in Florida right now. It's just from an HR perspective, this seems to be an ongoing thing. So, we need to be able to cope within the rules, and not just, you know, this seems to me a case of throwing out the baby with the bathwater. We need to be able to uphold our rules and have the sensible, competitive rule based hiring practices. So, I would... I would move that the Board would send a letter to that affect to the Mayor and Council.

**Board Member Hansen:** I second that motion.

**Chair Summers:** It's been moved and seconded that we send a letter to the Mayor and the Council requesting that the Emergency Proclamation.... How would you word that exactly Board Member Heller?

**Board Member Heller:** That the component of the Emergency Proclamation that impacts our competitive rule-based hiring process be rescinded and we return to the regular hiring process under the rules.

**Chair Summers:** Ok. Are there any comments from other Board Members? Board Member Sexton.

**Board Member Sexton:** I whole heartedly support this. I think it's a great idea. I think it's important and necessary. I have no idea what the City Council knows about this, I think some. I know the Mayor some or had some discussions early on, I don't know if they... what they're aware of. This is still going on, and it's impacts. I think it's a great idea. I think it's very necessary.

**Chair Summers:** Thank you. Board Member Hansen.

**Board Member Hansen:** Yes. I just have a friendly amendment which would be that rules would be specified that the rules would include the personnel rules in the city charter.

**Board Member Heller:** Totally accepted as a friendly amendment.

**Chair Summers:** Board Member Andrews?

**Board Member Andrews:** I'm not opposed to sending a letter, but I do believe that it should contain specific examples as to what has occurred in the last year and a half, or however long it's been operating so they have facts to consider when they are hearing our requests. And, again, I think that it should be fact based with examples absolutely. Might want to consider including some of the demographics of those hires. Because we just got a hiring (?) a couple weeks... a month or so ago. But if you looked at the demographics of who the City employees are and you compared that to hiring practices under this Emergency, there might be information there that would be beneficial for the Mayor and the Council to have as well while they are considering your request. The impact..

**Board Member Hansen:** Madam Chair. I'm sorry.

**Board Member Andrews:** The impact of the hiring under the Emergency waiver.

**Chair Summers:** Board Member Hansen.

**Board Member Hansen:** I'm sorry I interrupted you Board Member Andrews.

**Board Member Andrews:** That's ok.

**Board Member Hansen:** It's hard for me, yeah, I don't always get the pauses, but anyway. I think that's a great idea, and I think, one of the glaring problems that we've seen, well Board Member Heller has mentioned, is, the hiring of non-residents in entry level positions. And I think that, certainly, should be mentioned and as some people have pointed out, there are several examples today we have of individuals who were hired in entry level positions who are not residents of the city of Tacoma. I think I mentioned when we talked about this before, that I can understand where a waiver might be necessary when you're dealing with an individual who is hired to work in a

highly specialized position that requires specialized skills and education, because when you're looking for those kinds of people, your employment pool is immediately becomes because there's not a lot of people that have the qualifications to fill that particular position. But when you're dealing with an entry level position, if you, by being limited to the pool of Tacoma residents you're not really putting the City at a disadvantage because the pool for those kinds of positions, even in the City of Tacoma is very very large. And there's a lot of City residents that pay city taxes, who have lived in the City all of their life, who have contributed to the City all of their life, who want a good City job with good benefits and a good salary. And there's no reason why those people should not be entitled to those positions. So, I would suggest that there be some mention of the fact that City residents are not being hired for entry level positions when the pool would be fairly large.

**Board Member Heller:** Madam Chair?

**Chair Summers:** Board Member Heller.

**Board Member Heller:** I also agree and absolutely agree with Board Member Andrew's suggestions that we include examples. I would also want to highlight that there is a more diverse candidate pool within the city of Tacoma than within the outlying, more rural areas. And I also believe that diversity has been negatively impacted in hires under this Emergency Waiver.

**Chair Summers:** Thank you for those comments and that may be the case, but I think that what I'm also hearing is we need to get more evidence before we send this letter. I would like to know what the hiring looks like, I would like to have a .... I do know we were talking today about the custodian and there was a Tacoma hire off of that list, as well as the one that was getting the waiver. So, there have been some Tacoma hires, but I would like to see that. And, Ms. Fritz, you had offered to get examples for us and I would like to see that. I feel like we can still send the letter, but it would have more meat to it if we have those examples, and the Board hasn't even seen those examples yet. And I would like to see them as well. Um...

**Board Member Heller:** Madam Chair?

**Chair Summers:** Board Member Heller.

**Board Member Heller:** In the past, we've received some reports, but I'd like to see a summary roll up of all the hires that have been done under the Emergency Proclamation to date, with the number of hires, job classifications, the specifications that I asked for in the prior reports we received. If we could get a summary table which would show, like I asked for in the past, classification, demographic, numbers of hires, etc, so that we can see the full impact that it's had under this Emergency Proclamation.

**Chair Summers:** And that would... we would be able to get that in the near future.

**Assistant Director Fritz:** Certainly.

**Chair Summers:** How near future?

**Assistant Director Fritz:** If you could give me a couple of weeks? I could... because part of it is manual.

**Chair Summers:** Yes, ok. And the reason I ask that... and this brings up another, perhaps new business. When the Board receives this information, we need to go through Wendy. Each of us individually. If we talk to Wendy as reply all, we are not in compliance with the Open Meetings Act. And I want you to understand that because we need to see this information, draft this letter, and be able to communicate to one another that we agree or disagree, or have some concerns, and along with Ms. Fritz. So, when you have concerns, I need you to address them to Ms. Hobson so that we can stay in compliance. And Ms. Hobson you're gonna have to kind of be the controller for all of this, but I would like to keep us in compliance and I got very worried the last few times that our City Attorney Lantz sent things out and reply all was hit by more than one of us and we need to make sure that we don't do that and stay in compliance.

**Board Member Sexton:** Madam Chair?

**Chair Summers:** Board Member Heller. Board Member Sexton, I see your hand. Board Member Heller?

**Board Member Heller:** Thank you. The only thing I wanted to say was that I think most of this information I'm requesting is an easy report that can be pulled out of NeoGOV. The City uses NeoGOV and so you can easily generate this kind of report from there.

**Chair Summers:** Thank you. Board Member Sexton?

**Board Member Sexton:** Madam Chair, just to follow up on our email correspondence, what I always do, which I believe is correct, I delete everything in the sent except for the Chair and the Coordinator and I respond to our Coordinator and our Chair. I believe that's correct and proper.

**Chair Summers:** Thank you. City Attorney Lantz?

**Deputy City Attorney Martha Lantz:** Just a couple things on this topic and I appreciate it being brought up because it is important. Particularly if Public Records Requests are made for the content of the Board's communications. But, with regard to the matters surrounding the appeal hearing or the complaint hearing, you will notice on those communications I did send to everyone and I put on there a disclaimer and I think Board Member Hansen would be familiar with this concept as well, but you're acting in an adjudicative capacity, you're acting as a tribunal over a matter that involves one particular person. It's a named individual. That's a little bit different and your role is different. You have slightly more ability to discuss and meet as a Board outside of a notice public meeting. But that really truly only applies when you are strictly discussing matters relating to your quasi-judicial decision-making authority. So, when you were settling on how you wanted to resolve the Williams matter, for example... and same with this upcoming appeal. That's a little bit different, but for all other communications, you

are absolutely subject to the Open Public Meeting Act. And, um, to address Board Member Sexton's approach... the best approach is... you know if you've added one other person, you haven't implicated a quorum of the Boards. So, if he's including the Chair for information, that's ok. But the strictest and best practice, as the Chair was noting, is to filter the communications one-by-one back through the Coordinator and she can disseminate back out and, you know, things come back individually. Thank you for bringing that up. I think it's important to be cognizant of it.

**Chair Summers:** And I will say, deleting doesn't help. Public Disclosure will ask you for those as well. So, moving on. No, wait. We haven't really addressed this. Because we have a motion and a second. It is been discussed and we now need to take a vote unless.. well, we now need to take a vote. All those in favor of sending this letter say, "Aye" (all say Aye). Any opposed? Nope. So, we are going to send a letter, the maker of the motion, Board Member Heller. Are you willing to wait for 2 weeks before we send this letter so that we have more information in our hands before we send this?

**Board Member Heller:** I believe that's reasonable.

**Chair Summers:** Ok. Thank you. So that will be on the record. So, is there any other discussion under New Business? Hearing none, we've gotten through Considerations of Matters Set for Public Hearing, the Civil Service Coordinator Report, so we are down to the Human Resource Director Report.

**Chair Summers:** Ms. Fritz.

**Assistant Director Fritz:** Yes, thank you very much. I have a pretty brief report this evening. First, is on the Classification and Compensation Study. Hopefully you received the email containing our most recent communication with employees. The final results of this study are now projected to be presented at the Joint City Council and Public Utility Boards study session on October 5<sup>th</sup>, 2021. So, if that's something you're interested in hearing fresh off the press, I'd get that on your calendars now. Also, regarding the Workforce Equity Study, we have been analyzing the results. We've assembled a planning team to review and prioritize the recommendations. Once the planning team has completed this work, I anticipate forming groups to start on our high priority items. I'll continue to provide you updates as work progresses in this area. And, of course, work with you on any items that have an impact on Civil Service. Um, I think I've already mentioned this, but wanted to let you know about our plans for reconstitution. The City is actively working on the process for reconstitution. They've created a phased approach. So, some of our customer service folks have gone back to the office already. And we have departments sending people back to the office in groups all the way through November. So, employees are meeting with their supervisors now to determine what their future work schedule is going to look like. We're continuing to encourage employees and supervisors to do telework. As we've been really successful doing it through this pandemic. And, we're also actively monitoring the increased positive COVID cases to determine if there's any change in guidance or we're going to need to make any change to our plans. As you know, at this point we have a whole lot of questions.

And, finally, we've got several Executive recruitments underway. The recruitment for the Human Resources Director position has been completed. And we expect an announcement to be made very soon. We're also getting ready to kick off the recruitment for the next Tacoma Police Chief. As you know Chief Ake is in the position as an interim role. Um, so now we are reinitiating that recruitment to fill the position permanently. And we also got the very sad news that our Director of Tacoma Venues and Events has accepted a new position in Anaheim, CA and will be leaving us on September 10<sup>th</sup>, unless I can convince her otherwise before then. So we're beginning the planning phases of that recruitment now. That concludes my report.

**Board Member Hansen:** Madam Chair? Want to check to unmute yourself.

**Chair Summers:** Reconstitution means bringing people back to work at the City... on the City property I should say.

**Assistant Director Fritz:** It means both. So, it means non-emergency telework, it means bringing people back into the office, and some hybrid version of that. What we're seeing is that most people are some telework and some in office work. At least, that's how it's looking so far. So, it's going to look very different when we are in our new normal.

**Chair Summers:** Ok. Board Member Hansen?

**Board Member Hansen:** You said that the presentation for the Classification and Comp Study would be on October 25<sup>th</sup>... so what time would that be?

**Chair Summers:** October 5<sup>th</sup> I thought you said.

**Assistant Director Fritz:** Yes, it's during the study session which starts at noon.

**Board Member Hansen:** October 5<sup>th</sup>?

**Assistant Director Fritz:** Fifth. Yes.

**Board Member Hansen:** Fifth. Ok. And it starts at noon and, of course, at this point we don't know how that's going to be held. But it's been, obviously it's been held by Zoom thus far.

**Assistant Director Fritz:** Correct. Yes.

**Board Member Hansen:** Would you be kind enough... I'm sorry, go ahead.

**Assistant Director Fritz:** I think they're also looking at a hybrid option as well. I think even the Council Meeting next week might have some of the Council Members in person. So, stay tuned on what it will look like by October 5<sup>th</sup>. But the Zoom information is already available on the website. And that website will also be updated if there is an in-person option.

**Board Member Hansen:** So, the Zoom link will be on the website?

**Assistant Director Fritz:** It's there already.

**Board Member Hansen:** Ok. And that's gonna be at the City Council portion of the website?

**Assistant Director Fritz:** Yes. And, we can follow-up and send you the link.

**Board Member Hansen:** Ok. That'd be great. And, also, I've been really busy lately, but did you send us a copy of the report that you're going to be presenting? Or is that..

**Assistant Director Fritz:** For Classification...

**Board Member Hansen:** Yeah.

**Assistant Director Fritz:** They are still working on it. They're in the final stages of the project... so yes... I'm sure something will be published before that meeting. Usually that gets published with agendas that come out, but we don't have a solid work product to share yet.

**Board Member Hansen:** Oh ok. Is that something that we would have access to on the website, or would you provide that before?

**Assistant Director Fritz:** We could certainly provide it when it's available.

**Board Member Hansen:** Ok. I really appreciate that. Thank you.

**Chair Summers:** And you'll be sending us a link to that meeting?

**Assistant Director Fritz:** Yes.

**Chair Summers:** Thank you. Are there other questions or comments from the Board? Are there any comments from the public? Are there any...

**Board Member Heller:** There's some...

**Chair Summers:** Board Member Heller.

**Board Member Heller:** So, I just wanted to, under Board comments, I wanted to echo Dan's concerns. Like Eric, I have participated in some hearings via Zoom and I've had some go wonderfully well and I've had some go terribly. And, like the echo Dan's experiencing tonight, often times, you know, I've had the experience of there being technical difficulties and echoes. I think Ellen experienced it last meeting where everything was appropriately muted, you know, but it's something having to do with the technology. I think we need to have a backup plan because if there are glitches in the appeal hearing, I think appeal hearings are far too important to tolerate that. If we have

glitches, perhaps we should have a backup plan to reschedule it and hold it another night if everyone can't communicate well.

**Chair Summers:** Thank you. Thank you for that. And by communicate well, we mean no echoes, everybody is there. The other thing with the appeals hearing is people drop off which we've also had during these Zoom meetings. And we don't have a quorum. I'm very concerned because I want it to be done well. Again, I also want us to know what we're doing, so, I'm not going to just say that we should have a rehearsal. I think we should schedule that for if not the day of, the day before the hearing. And just go through what is going to happen, what's going to occur, what the rules are, who's going to address us first, how we're going to.. how documents are going to be introduced, how we question the participants when they're before us because we've had some confusion with that in the past and I want to make sure that each side gets through their entire presentation before we ask questions. Sometimes that doesn't work out well, but those are all things I would like to go over. So, Ms. Hobson, you're going to have to schedule one more meeting for the rehearsal. And, Ms. Lantz, you will absolutely have to be there to guide us. And I saw, um, Board Member Sexton's hand up. Board Member Sexton?

**Board Member Sexton:** Madam Chair. I think most everything I had has been covered. But, uh, I just wanted to leave you with, I really think the appeal on Zoom is a bad idea. But I think Zoom is a wonderful tool that we'll always have a use for in the future. You know, we should meet in person, publicly, but then if someone can't be there, I think this is a useful tool for them to access the meeting. On that said, I think the appeal, there's just too many problems that could happen and, you know, the employee, they're entitled to representation. Are they going to be in the same place? If they're not, you know, this is a nightmare and that could be even worse. People drop in and out, I just really think this is a bad idea. Thanks.

**Chair Summers:** Board Member Andrews, did you have anything to add to this?

**Board Member Andrews:** I have nothing to add.

**Chair Summers:** Okay. Did I hear Board Member Heller?

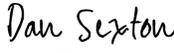
**Board Member Heller:** Yes, Ma'am. So, I would say that our practice session, I would encourage it to be a couple days ahead, at least. So that any anomalies or things that we need to fix between the practice session and the appeal hearing, there's time. I think, our Coordinator should schedule a backup date, just in case, with the parties so that we have that date held should there be a communication problem or echo like there is tonight. That just does not make for an appropriate Board Meeting, much less an appeal hearing.

**Chair Summers:** Ok. I have no objections to any of those suggestions. So, Ms. Hobson, if you would schedule us for at least a couple days, well two days before would be the City Council meeting... so the Monday before our hearing. And if not that, the week before our hearing to have a rehearsal for the Board Members. And if you will have a follow-up plan in case, we have technical difficulties. And let the participants know that we're concerned about this and we're trying to work everything out in

advance, but if we have technical difficulties, we're going to have to move it to another date. So, does that cover everybody's suggestions and concerns? I hope so, and if there are no other comments, we are adjourned. Thank you all.

**Meeting adjourned: 5:59 PM**

**ATTEST:**

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**Dan Sexton, Vice Chair**

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**Wendy Hobson, Coordinator**