



## Tacoma Civil Service Board Meeting Minutes

**Date and Time:** August 3, 2023, at 5:00 PM  
**Location:** Council Chambers  
**Chair:** Eric Hansen  
**Coordinator:** Wendy Hobson

### **Call to Order:**

Chair Hansen called the meeting to order at 5:00PM. Board Members Sexton, Klein and Heller were all present. Chair Hansen joined via Zoom. Deputy City Attorney Martha Lanta was also present. Board Member Wick was excused.

### **Approval of July 13, 2023 Minutes:**

**Board Member Heller:** On page 4, strike the last sentence "She followed up with a question on how a paperless HR department would work." (Recording in progress announcement) On page 7, last paragraph, change to "She said you may not have walked, but we see you." On page 9, last paragraph, change to "Talked about how many high school graduates with a significant number of minority members there are every year in the City of Tacoma" blah blah blah the rest of the sentence stands the same. That's it for my changes.

**Chair Hansen:** Thank you Board Member Heller. Do we have a motion to approve....

**Board Member Sexton:** I had a slight variation to the minutes also. I want to say that it was an exceptional job on the minutes, they were very detailed. There was a lot that went on. I said a whole lot at the last meeting. It was portrayed pretty accurately, but I do have one item. It is on page 9 towards the bottom. It says Board Member Sexton does not believe the blanket waiver would work. I didn't say that. I said the blanket waiver is not working. I do think the workforce of the city is eighty percent white. I said the population of the city is forty percent non-white. I think that is the big issue that I was trying to convey. The population is forty percent non-white, and the workforce is eighty percent white. Thank you.

**Chair Hansen:** Do we have any other proposed amendments to the minutes? Do we have a motion to approve the minutes?

**Board Member Sexton:** Move to approve with revisions.

**Board Member Klein:** Second

VOICE VOTE: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES OF JULY 13, 2023, WERE APPROVED WITH REVISIONS.

**Actions on Matters Still Pending / New Business:**

**Chair Hansen:** What we do have scheduled is residency. Director Fritz has requested that that study session and possible vote be suspended given the fact that I was unable to attend in person to see the presentation from the employees in her department. Also, given the fact that Board Member Wick was unable to attend. Again, this is a very important issue, and we should have all board members present to vote on it. I know this has been dragging on for some time and I know there is some frustration about this. We had some extenuating circumstances that were not under our control. What I would like to do is, we have been talking, at least I have, and some other board members about revisions to the personnel rules. And that is possibly one thing we can be working on. Director Fritz has also mentioned that she would like to consider some amendments to the personnel rules. So, what I would like to do is begin work on that issue and have Ms. Hobson put that on the agenda for a study session next meeting in September. So, we could be prepared to discuss that if we for some unforeseeable reason are not able to discuss the residency issue again because of absent board members or any other problems we would have with that. So that is what I would like to do and if we could all be prepared to discuss any possible revisions to the personnel rules, that would be great. We can work on that in September, and either way during next study session we can also discuss what the Board might be properly working on in addition to the personnel rules. It would be a catch all study session where we would discuss any issues that we might be working on. Does any board member have any comments on this?

**Board Member Heller:** So, in thinking backwards and how the timeline works with the rules change, we need to have a first reading, a second reading, and then the vote. So, it is going to take three meetings to pass a rule change. And I would like to see this pass prior to my retirement in December. So, if you look back, at the December meeting we pass it, November meeting we have the second reading, and the October meeting we have the first reading. I would like to have, and would ask the City, ask Shelby if you would want to draft a rule change? Because I can do it, but I am sure you would be much happier if you do it. So, I would ask that you guys draft a rule change for this. I will bring one in September and if yours isn't ready to go, I'm putting mine on the floor. So, um, but I know you will be much happier if you write it as the drafting ship takes, um, has the nuance there that you will want.

**Director Fritz:** You are referring to residency specifically?

**Board Member Heller:** I am referring to the residence point preference that we were talking about specifically, very similar to the veteran's preference.

**Director Fritz:** And we are ready to do a presentation on that to you all but wanted to make sure that everyone was here, so we weren't doing it again next time. We want to make sure that we're getting agreement from the Board on the concept to go forward with because once we have your blessing to move forward with something like the

preference point program, we have a lot of other folks that we need to work with and talk with to make sure we are dotting all our I's and crossing T's. So, I am hoping we can do that next time. That is our plan. I think we have a good concept for you to review regarding a points preference program which we were obviously going to go over tonight. But when we meet next you will get our full presentation.

**Board Member Heller:** And a draft motion for a rule change?

**Director Fritz:** We can certainly prepare something, but I want to make sure we agree to the concept first before we put in a lot of work there. I will work with Deputy City Attorney Lantz to see if we can have at least an outline of that.

**Chair Hansen:** Good job. We basically have the alternatives to vote on eventually, and I hope soon. Either have a blanket waiver, have a point preference for residence, or adopt the list provided by Director Fritz and use that and not allow (inaudible). I guess we would have four and the other alternative would be to not allow any blanket waiver and deciding cases on its own facts and circumstances. So that is something that we will be voting on eventually. And once we give Director Fritz that direction, she can begin to work on what needs to be done. Do we have any other issues in this regard that we need to discuss right now?

**Board Member Sexton:** I just want to strongly suggest that sometime if we need to schedule an extra meeting before January to accommodate the desires of Board Member Heller, who is a long, long, serving Civil Service Board member, who deserves our consideration. I think if we need to schedule another meeting, we need to figure that out and look at that and do that at our next meeting - adding another meeting sometime.

**Chair Hansen:** Okay. That is a very good idea Board Member Sexton. Also, I wanted to request Ms. Lantz look at any possible conflict between a point preference and the charter. Just to make sure we don't run afoul with the charter, should we consider that kind of rule. Okay.

### **Human Resources Director Report and Requests:**

**Director Fritz:** Good evening, Chair Hansen, and members of the Civil Service Board. I am Shelby Fritz, Human Resources Director, and I am here to provide you with a report this evening. The update I want to give you this evening is regarding our non-represented employee class and comp study. We are in the process of concluding the appeals process for that study. As you will recall, we implemented a new class and comp system for our non-represented employees in January. As is standard practice, allowed for an appeals process to take place. Individuals submitted appeals and they were reviewed by both our class and comp team and our consultant to determine whether or not someone should be moved to a different classification. I am giving you this heads up because it looks like for the ones that were approved, there were some that moved from one classified classification to another classified classification or from an unclassified classification to a classified classification. So, there is a group of people that I will keep coming back to you on to request a waiver of competitive examination

because of the changes due to this study. I Just wanted to give you that heads up and that hopefully, we will soon be wrapping up that great study.

**Board Member Heller:** Chair Hansen

**Board Member Heller:** I have a question of Ms. Fritz. Do we know how many numbers of classified, not necessarily position? That would be great, but I wouldn't expect you to know that, but how many classifications that we have changing?

**Director Fritz:** In the appeals process itself?

**Board Member Heller:** Yes

**Director Fritz:** I don't have that off the top of my head, but I can certainly give that to you. We had a good number of appeals submitted. I don't have that number either, so I apologize but a lot of them were approved and ...

**Board Member Heller:** How many classifications are up for changing?

**Director Fritz:** So, it's not at this point classifications that are changing. It is people who have appealed to be in a different classification because they thought we put them in the wrong one. And so that is the process we have been looking at is based on the information they gave us. We reviewed that and made the determination on whether given the updated information they did belong in a different classification. And we found that a lot of them did.

**Board Member Heller:** So, I may be confusing the issue. I wasn't so much worried about your reallocation decisions but as umm where you had mentioned you had classifications that were going from classified to non-classified, or non-classified to classified. How many of those are changing?

**Director Fritz:** So that was probably me not speaking clearly. It's people that were allocated and are being reallocated through the appeals process to new classifications.

**Board Member Heller:** Okay. So, its individual positions not whole classes?

**Director Fritz:** Yes.

**Board Member Heller:** Okay, I misunderstood. Thank you.

**Board Member Sexton:** Madam Director, you know, I am sorry if I missed this, but did you say this will be in your report next meeting?

**Director Fritz:** Yes.

**Board Member Sexton:** We'll know soon. Thank you

**Director Fritz:** You bet. In terms of the requests, we have for you this evening, we have five requests for your consideration. We will start with two requests for waiver of competitive examination for Jeff Moline and Carly Eddington who are moving into the new Public Disclosure Video Redaction Analyst Classification. It's a new classification. Johanna Hambrick, Human Resources Analyst will come forward to present these waivers.

**Joanna Hambrick:** Good Evening Chair Hansen and Members of the Civil Service Board. My name is Joanna Hambrick, I am an HR analyst. I have been with the City for just about nine months and support several departments within TPU. With me this evening is James Kauffman, Public Disclosure Manager. I am here tonight to request a waiver of competitive examination and waiver of the probationary period for two individuals. They are moving... they were requesting reclassification into the new classification of public disclosure video redaction analyst. There is currently no list established for this classification. In May of this year, this new classification was established, and it addresses this new body of work related to body worn cameras and the public disclosure requests related to them. The two employees that we are requesting reclassifications for are Jeff Moline who was hired as a public disclosure analyst in July of 2021 after competing in an open competitive examination process. Since his hire, Jeff has been performing the work covered by this new classification. Then we have Carly Eddington who was also hired as a public disclosure analyst in November of 2020 after competing in an open competitive process. Since her hire, Carly has been performing the work covered in the new classification.

**Board Member Sexton:** I move we grant the City's request for waiver of competitive examination for Jeff Moline Public Disclosure Video Redaction Analyst and Carly Eddington, Public Disclosure Video Redaction Analyst.

**Board Member Heller:** Second. I also have a question under discussion please.

**Chair Hansen:** Yes.

**Board Member Heller:** So, um just for these positions, are these brand new FTEs or are these reallocations of current FTEs?

**Joanna Hambrick:** Reallocations of current FTEs.

**Board Member Heller:** So, we are not adding to the FTE number we are just reclassifying?

**Joanna Hambrick:** These are reclassification requests. Yes.

**Board Member Heller:** Thank you.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED

**Chair Hansen:** Director Fritz, do you have the next request?

**Director Fritz:** Yes, Chair Hansen. Thank you. I'll now invite Danielle Jordan, our Human Resources Analyst to present three waivers of competitive exam for three awesome employees in our Tacoma First 311 division.

**Danielle Jordan:** Good evening, Chair Hansen and Members of the Civil Service Board. My name is Danielle Jordan, I am an HR Analyst with the Human Resources Department, and I have been with the City for just under a year. I started in September of last year. I support the Finance Department, Library, the Tacoma Municipal Court, and the Legal department. This is LaToya Mason; she is the Manager of the 311 Customer Support Center. We also have Susan and Andy from the Finance Department seated in the back as well today. We are here to present a request for three waivers. I am going to announce them separately.

**Board Member Heller:** I wanted to ask a question about Julie before we go on.

**Danielle Jordan:** Absolutely

**Board Member Heller:** Just to clarify, she is currently in a permanent status in her current position?

**Danielle Jordan:** Yes.

**Board Member Klein:** Chairman, I wonder if I could just ask Director Fritz a question. Are we hearing that these three changes came out of the class and comp...?

**Director Fritz:** No, these were reclassifications requested by the employees. Different from the class and comp study.

**Board Member Klein:** Okay so when you talk about bringing some waivers in the future, those had to do with appeals. Were there any that were suggested by the comp plan that would also require waivers?

**Director Fritz:** Are you asking as part of the study?

**Board Member Klein:** Well, I am just wondering where these are coming from. This appears not be associated directly with the compensation study. You say in the future you are going to bring waivers based on appeals. Were there any that came out of the comp study that everybody agreed to, so no one has to appeal them?

**Director Shelby Fritz:** You already approved that one.

**Board Member Klein:** Oh okay.

**Director Fritz:** No, you're just really efficient. But anytime we reclassify a position in the classified service we have to request a waiver of competitive exam for that as well. So that is what Danielle is doing here tonight.

**Board Member Klein:** Okay. So, this is not necessarily a frequent but a typical waiver that occurs when you have this kind of a situation? Okay.

**Director Fritz:** That's correct.

**Danielle Jordan:** So, we also have two of the other employees on the agenda that we are requesting waivers for who are moving from Office Assistant to Customer Service Representative, so I just wanted to have them described separately since they have a slightly different role. That is for Kenneth Warren and Alison Slater.

**LaToya Mason:** Thank you. So, both employees Kenneth Warren and Alison Slater submitted their evaluations for Office Assistant desiring reclassification on January 12, 2023, to Customer Service Representative. After a thorough evaluation by the City of Tacoma Classification and Compensation team the decision was made to reclassify these position from Office Assistant to Customer Service Representative.

**Board Member Sexton:** You know before I do anything else here, I wanna... First, let me compliment you both on your testimony. Thank you both for being here tonight. I think you did a wonderful job. But uh Madam Director, these three reports we have before us, I don't think is a wonderful job. These three reports are the type of reports we used to see and that we complained about because they were, you know, lacking much information. And they're really kinda, you know all three of these kinda just say the same thing. Um, you know, this person was um proficient. This person is proficient and so is this person. And they all say the same thing and that's all they say. The first two we got here tonight were excellent. These three are really lacking and you know, it's the first time I had to complain about a report in a long time. We complained about, you know, half page reports and they have been much better since then. But these look like, you know, let's just slip by the minimum and I really think, you know, these people deserve much more than this. I'm really disappointed in these three reports. Not the testimony we received here tonight. I thought that was excellent, but the paperwork is lacking.

**Director Fritz:** Thank you for that feedback.

**Board Member Sexton:** Thank you. Mr. Chairman

**Board Member Heller:** I just have a clarifying question. Can you please confirm that these employees are also in permanent status?

**Danielle Jordan:** Yes.

**Board Member Heller:** Thank you.

**Board Member Sexton:** I move we grant the City's request for waiver of competitive examination for Julie Olson, Customer Service Representative Lead and Kenneth Walker Customer Service Representative and Alison Slater Customer Service Representative.

**Chair Hansen:** I think you mean Kenneth Warren, Board Member Sexton? It's for the record.

**Board Member Sexton:** Let me clarify. I move we grant the City's request for waiver of competitive examination for Kenneth Warren Customer Service Representative. Would you like the other two again?

**Chair Hansen:** That's fine. Do we have a second to the motion?

**Board Member Klein:** Yes. I second the motion.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED

**Chair Hansen:** Do we have comments by the public?


**Chair Hansen:** Do we have a motion to adjourn the meeting?

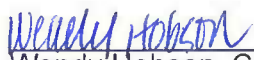
**Board Member Sexton:** So moved.

**Board Member Heller:** Second.

Meeting adjourned at 5:38PM

ATTEST:

  
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Eric Hansen, Chair

  
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Wendy Hobson, Coordinator