



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Eric de los Santos

Commissioner Amy S. Bonfrisco

Commissioner Angelique M. Davis

June 21, 2017

Civil Service Commission Special Meeting

Approved July 19, 2017

Call to Order: Commission Chair Eric de los Santos called the regular monthly meeting to order at 9:14 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Eric de los Santos

Commissioner Amy S. Bonfrisco

Jennifer A. Greenlee, Executive Director

Gary Smith, Assistant City Attorney

Teresa Jacobs, Administrative Staff Assistant

Not in Attendance:

Commissioner Angelique M. Davis

(Due to technical difficulties with the conference bridge in hearing room 1679)

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

April 19, 2017 CSC Monthly Meeting: The Commission reviewed the minutes of the April 19, 2017 monthly meeting. Commissioner Bonfrisco moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.

2. Case Status Report/Appeals Update:

- **Case Status Report:** The Commission reviewed the Case Status Report.
- **Hatcher-Mays v. Human Services Department (HSD)-CSC No. 17-01-003:** The Executive Director reported to the Commission that the Department and Appellant settled. The Appellant withdrew her appeal and the case was dismissed

City of Seattle Civil Service Commissions

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3. Executive Director's Report:

- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Executive Director reported that the Budget is on track.
- **Employee Elected Commissioner:** The Executive Director reported that the City Clerk's office will administer the election for the employee elected commissioner. The Commission discussed the possibility of electronic balloting and the impact on the budget. They will revisit the issue at a later date.

4. Old/New Business:

- **Intradepartmental Grievance Procedure:** The Commissioners will review sample letters that are given to employees who are disciplined. The Executive Director will request a representative from SDHR attend a future meeting to discuss the issue.
- **Service Credit:** The Executive Director will request a representative from SDHR attend a future meeting to discuss the issue.
- **Civil Service Conference:** The Executive Director announced the Annual Civil Service Conference will be held in September. The date and location have not yet been announced. Commissioner Bonfrisco stated she would be interested in attending.

Adjourn: All other business before the Commission having been considered, Commission Chair Eric de los Santos adjourned the meeting at approximately 9:36 am.

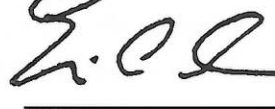
Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/19/2017

 Date: 7.19.2017

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Eric de los Santos 7/19/2017

 Date: 7.19.2017

Eric de los Santos
Commission Chair