



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Angelique M. Davis
Commissioner Eric de los Santos
Commissioner Steven A. Jewell

February 18, 2015
Civil Service Commission Monthly Meeting
Approved March 18, 2015

Call to Order: Commission Chair Angelique Davis, called the meeting to order at 9:31 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Angelique M. Davis
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney
Kate Flack, Investigator, Ethics and Elections Commission

In Attendance By Phone:

Commission Chair Eric de los Santos
Commissioner Steven Jewell

PUBLIC COMMENT:

1. Approval of Minutes: January 21, 2015:

The Commission reviewed the minutes of the January 21, 2015 regular meeting of the Commission. Commissioner Jewell 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 signed by the Chair.

2. Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report. There are no current appeals.

3. Executive Director Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the 2015 budget is on track.

4. Old/New Business:

- **Statute of Limitations for Misfiled Appeals/Complaints:** Kate Flack, Investigator for Ethics and Elections Commission was present for discussion on the issue. Commission Counsel Gary Smith updated the Commission on the draft code amendments to SMC 4.04.070 Rights of Employees. The code outlines appeals filed within a City department other than the department with which the action or appeal is to be filed; the employee shall be treated as having timely filed. The Commission suggested language to make it permissive. Counsel will look into the suggestions provided by the Commission and will

City of Seattle Civil Service Commissions

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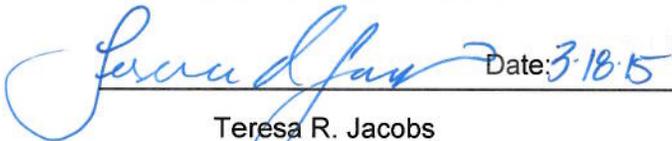
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prepare it for obtaining a City Councilmember to sponsor it for legislation. Mr. Smith also notified the Commission that there is no requirement for the draft to go out for formal comment; however, it can be presented to the Listserv for any feedback from constituents.

- **Meeting with Hearing Officers:** The Commission agreed to revisit this topic in a few months.
- **Director of Seattle Department of Human Resources:** Commissioner Jewell stated he spoke with and invited the SDHR Director, Susan Coskey to come to a Commission meeting. Commissioner Jewell said Ms. Coskey is amenable to the invitation.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 10:04 am.

Respectfully Submitted By:

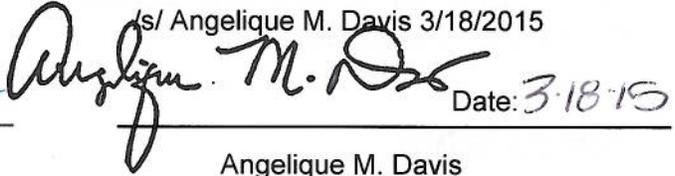
/s/ Teresa R. Jacobs 3/18/2015



Date: 3-18-15

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Angelique M. Davis 3/18/2015



Date: 3-18-15

Angelique M. Davis
Commission Chair