



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**January 15, 2014**  
**Civil Service Commission Monthly Meeting**  
**Approved March 19, 2014**

**Call to Order:** Commission Chair de los Santos called the meeting to order at 9:30 a.m. 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 Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**Not in Attendance:**

Commissioner Steven Jewell

**PUBLIC COMMENT:** No public comment

### ACTION ITEMS

1. **Approval of Meeting Minutes-December 18, 2013:** The Commission reviewed the minutes of the December 18, 2013 regular meeting of the Commission. Commissioner Davis 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. **Executive Directors Report:**  
**Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director reported there was one new appeal filed.

**Executive Session:** The Commission went into executive session at 9:35. The executive session ended at 9:40.

- **Brim v. SDOT-CSC No. 13-01-007-New Appeal:** The Commission reviewed a new appeal filed by a former employee who went through the grievance process and was denied reinstatement. Commissioner Davis stated for the record that during her tenure as an Assistant City Attorney she advised Ms. Brim who was a Sr. Personnel Specialist, on issues related to employee matters within the department. Ms. Davis stated she did not know or advise Ms. Brim in a personal capacity and could remain impartial regarding the appeal. The appeal will be assigned to a CSC Hearing Officer.
- **Monthly Summit (Budget) Report:** The Executive Director reported that 85% of the budget was used in 2013.

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**City of Seattle Civil Service Commissions**

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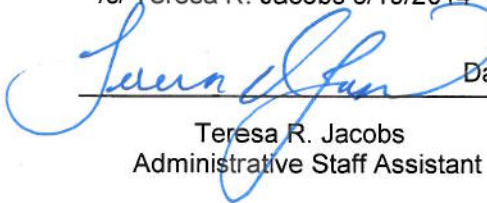
3. **CSC Rules Revisions:** Commission counsel Gary Smith reported to the Commission there was added language to sections 5.10 C & D and minor typos that were corrected since the last draft of the rules. Commissioner Davis moved to take a last review and make final changes and corrections at the February meeting with the goal of having a draft to be presented for public comment. Commissioner de los Santos seconded the motion. The motion passed.

4. **Old/New Business:** No Old/New Business.

- **Adjourn:** All other business before the Commission having been considered, Commission Chair de los Santos adjourned the meeting at 9:49 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/19/2014

  
Date: 3.19.14  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 3/19/2014

  
Date: 3/19/14  
Eric de los Santos Steven A. Jewel  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**March 19, 2014**  
**Civil Service Commission Monthly Meeting**  
**Approved April 16, 2014**

**Call to Order:** Commissioner Jewell Acting Chair called the meeting to order at 9:30 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  
Commissioner Steven Jewell  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**By Phone:**

Commission Chair Eric de los Santos

**PUBLIC COMMENT:**

Assistant City Attorney Amy Lowen addressed the Commission in the matter of **Meade v. SPD**. Ms. Lowen stated the department contends the appeal was untimely and the issue of timeliness was not a part of the original delegation order to the Office of the Hearing Examiner to conduct additional fact finding and legal analysis regarding jurisdiction. Ms. Lowen inquired whether the delegation order should be expanded, or the issue be brought before the Commission.

Kevin Peck, Attorney for Ms. Meade was present to address the issue. Mr. Peck informed the Commission that the notice of appeal was timely filed.

**ACTION ITEMS**

1. **Approval of Meeting Minutes-January 15, 2014:** The Commission reviewed the minutes of the January 15, 2014 regular meeting of the Commission. Commissioner Davis 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.

**Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director reported there was one new appeal filed that may have jurisdictional or standing issues.

- **Brim v. SDOT-CSC No. 13-01-007-New Appeal:** The Executive Director notified the Commission that Ms. Brim and the department would be in mediation scheduled for April 29, 2014.

**Executive Session:** The Commission went into executive session at 9:45 am. The

executive session ended at 10:05 am.

- **Meade v. SPD-CSC No. 13-01-006:** The Commission will modify the initial order delegating the appeal to OHE to include the issue of timeliness with a general delegation to determine jurisdiction. Commissioner Davis moved to accept modifying the order. Commissioner de los Santos seconded the motion. The motion passed.

**2. Executive Directors Report:**

- **Monthly Summit (Budget) Report:** The Executive Director reported that she is in the process of working with CBO on the 2015-2016 budget. The budget is on track for March.
- **360 Review:** The Executive Director notified the Commission that she will meet with Justin Natali in Personnel to go over the 360 Review Report. The results will be shared with the Commission at the April meeting.

**3. CSC Rules Revisions:** The final changes to the draft rules have been incorporated. The rules will be published for public comment.

**4. Old/New Business:** No Old/New Business.

- **Adjourn:** All other business before the Commission having been considered, Commissioner Jewell adjourned the meeting at 10:17 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/16/2014

 Date: 4.16.14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 4/16/2014

 Date: 4/16/14

Eric de los Santos  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

April 16, 2014

### Civil Service Commission Monthly Meeting

Approved May 21, 2014

**Call to Order:** Commission Chair De los Santos called the meeting to order at 9:30 a.m. 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 Steven Jewell  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

#### **By Phone:**

Commissioner Angelique M. Davis

**PUBLIC COMMENT:** No one signed up to speak.

1. **Approval of Meeting Minutes-March 19, 2014:** The Commission reviewed the minutes of the March 19, 2014 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commissioner Davis 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. The Executive Director updated the Commission on the appeals currently open.
  - **Meade v. SPD-CSC No. 13-01-006:** The appeal is with the Office of the Hearing Examiner to determine jurisdiction.
  - **Brim v. SDOT-CSC No. 13-01-007-New Appeal:** The Executive Director notified the Commission that Ms. Brim and the department would be in mediation scheduled for April 29, 2014.
  - **LeCompte v. SCL-CSC No. 14-01-001:** The Executive Director updated the Commission on a new appeal filed by a City Light employee. The commission reviewed the appeal. Commissioner Jewell moved to dismiss the appeal on timeliness and standing. Commissioner Davis seconded the motion.

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**3. Executive Directors Report:**

- **Annual Report Draft:** The Executive Director presented a draft of the 2013 Annual Report. The Commission reviewed the report and will provide any comments, updates or changes. The final report will be presented to the Commission for approval at its May meeting.
- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for the year.
- **CSC Rules Revisions:** The rules have been published to the Daily Journal of Commerce, distributed via citywide email and sent to the commission mail contacts for written public comment.

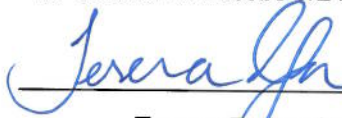
**4. Executive Session-**The Executive Session began at 9:50 am and ended at 10:10 am. The Commission reviewed the 360 peer review of the Executive Director. The Commission will review the salary ranges for the Market Adjustment and make a formal decision to grant the adjustment retroactively for 2014.

**5. Old/New Business: New Employee Orientation (NEO) and New Supervisor Orientation (NSO)-**Commissioner Jewell updated the Commission on the changes the Personnel department is making to the NEO and NSO. With the changes CSC is given less time during the orientations to provide information to employees and supervisors. Commissioner Jewell welcomed ideas from the commission and staff on ways to provide information to employees about the Civil Service Commission.

- **Adjourn:** All other business before the Commission having been considered, Commissioner Jewell adjourned the meeting at 10:25 am

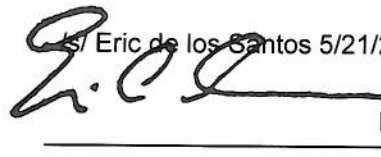
Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/21/2014

 Date: 5.21.14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 5/21/2014

 Date: 5.21.14

Eric de los Santos  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**May 21, 2014**

### Civil Service Commission Monthly Meeting

**Approved June 18, 2014**

**Call to Order:** Commissioner Steven Jewell called the meeting to order at 9:30 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  
Commissioner Steven Jewell  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**By Phone:**

Commission Chair Eric de los Santos

**PUBLIC COMMENT:** No one signed up to speak.

1. **Approval of Meeting Minutes-April 16, 2014** The Commission reviewed the minutes of the April 16, 2014 regular meeting of the Commission. Commissioner Davis 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.

**Approval of Combined Meeting Minutes-April 28, 2014** The Commission reviewed the minutes of the April 28, 2014 combined meeting of the Civil service and Public Safety Civil Service Commissions. Commissioner Jewell noted Gary Smith was in attendance by phone and his name should be added to the minutes. Commissioner de los Santos moved to accept the minutes with the addition of Gary Smith. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.

2. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director updated the Commission on the appeals currently open.
  - **Meade v. SPD-CSC No. 13-01-006:** The appeal is with the Office of the Hearing Examiner to determine jurisdiction.
  - **Brim v. SDOT-CSC No. 13-01-007-New Appeal:** The Executive Director notified the Commission that Ms. Brim and the department was in mediation on April 29, 2014.

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**Executive Session-**The Executive Session began at 9:35 am and ended at 9:45 am.

- **Oliver v. Dolt-CSC No. 14-01-002:** The Executive Director updated the Commission on a new appeal filed by a DoIT employee. The commission reviewed the appeal. Commissioner Jewell moved to remand to the Office of the Hearing Examiner for determination limited to Personnel Rule violations and other claims will be referred to the Office of Civil Rights as appropriate. Commissioner Davis seconded the motion. The motion passed.
3. **CSC Rules Revisions:** The Commission reviewed the final rules, signed and approved for distribution.
4. **Executive Directors Report:**
- **Annual Report Draft:** The Executive Director presented the final draft of the 2013 Annual Report. The Commission reviewed the report and noted one minor typo. The report was approved for distribution.
  - **Monthly Summit (Budget) Report:** The Executive Director reported no significant change to the budget and currently no major projects that would require hiring an intern for the summer. The Executive Director updated the Commission that the .6 FTE was still in the budget and a portion would be used to cover the COLA/Market Adjustment.
5. **Old/New Business: CSC Online Training:** At the May meeting the Commissioners discussed the limited time CSC would have for New Employee and New Supervisor Orientation and how to get CSC information to City employees. The staff recently met and provided information to Personnel for an online training portal. Staff and Commissioners will have an opportunity to review the portal before it is available to employees. Commission counsel Gary Smith notified the Commission that Open Public Meetings Act training is being developed for Boards and Commissions.
- **Service Credit Issue:** Commissioner Jewell updated the commission re negotiation with Coalition of City Unions regarding Service Credit. A recommendation was made by Personnel under new administration to have Service Credit prospectively not retroactively. No action was taken on this matter.
- **Adjourn:** All other business before the Commission having been considered, Commissioner Jewell adjourned the meeting at 10:05 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 6/18/2014

 Date: 6-18-14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 6/18/2014

 Date: 6/18/14

Eric de los Santos  
Commission Chair





# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

June 18, 2014

### Civil Service Commission Monthly Meeting

Approved July 16, 2014

**Call to Order:** Commission Chair Eric de los Santos called the meeting to order at 9:30 a.m. 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 Angelique M. Davis  
Commissioner Steven Jewell  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Jeff Slayton, Assistant City Attorney

**Not in Attendance:**

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** No one signed up to speak.

1. **Approval of Meeting Minutes-May 21, 2014** The Commission reviewed the minutes of the May 21, 2014 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.
2. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director updated the Commission on the appeals currently open.

**Executive Session-**The Executive Session began at 9:32 am and ended at 10:03 am.

- **Meade v. SPD CSC #13-01-006-Order on Department's Motion to Dismiss Appeal**  
**Commissioner Davis, Reviewing Officer:** The Commission reviewed the Order on Department's Motion to Dismiss Appeal issued on June 11, 2014 by Hearing Examiner Sue Tanner. Neither party had filed a Petition for Review prior to the meeting. Commissioner Davis was the Reviewing Officer and moved to table the matter for further deliberation. The Commission will take up the matter again at its next Commission meeting in July. Commissioner Jewell seconded the motion. The motion passed.
- **Brim v. SDOT-CSC No. 13-01-007-New Appeal:** The Executive Director notified the Commission that Ms. Brim and the department are still negotiating following mediation in April. The appellant has obtained new counsel and a second mediation session is scheduled.

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- **Oliver v. Dolt-CSC No. 14-01-002:** The Executive Director notified the Commission that the appeal is assigned to CSC Hearing Officer Gary McLean and scheduled for a 1<sup>st</sup> prehearing conference in July.

**3. Executive Directors Report:**


- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track and the department obtained a credit card to cover expenses for travel and training.
- **2014 COLA/Market Adjustment:** The 2014 Cost of Living Adjustment (COLA) and Market Adjustments will be included in the July payroll and retroactive pay dating back to January 1, 2014 will be distributed in the August payroll.
- **Old/New Business: CSC Online Training:** The Commission reviewed the script formatted by Personnel for the online training portal.
- **CSC Rules Revisions:** The Commission received the rules that were filed with the clerk and distributed Citywide.
- **Leadership Tomorrow:** The Commission and staff commended the Executive Director for successfully completing and graduating from the Leadership Tomorrow program. Leadership Tomorrow is an intensive nine-month course for emerging and existing leaders in the public, private and non-profit sectors.
- **Adjourn:** All other business before the Commission having been considered, Commissioner de los Santos adjourned the meeting at 10:20 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/16/2014

  
Date: 7.16.14  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 7/16/2014

  
Date: 7/16/14  
Eric de los Santos  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### **Civil Service Commission**

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

**July 16, 2014**

### **Civil Service Commission Monthly Meeting**

**Approved August 20, 2014**

**Call to Order:** Commission Chair Eric de los Santos called the meeting to order at 9:30 a.m. 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 Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Jeff Slayton, Assistant City Attorney

#### **Not in Attendance:**

Commissioner Steven Jewell  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** Kevin Peck, Attorney

1. **Approval of Meeting Minutes-June 18, 2014** The Commission reviewed the minutes of the June 18, 2014 regular meeting of the Commission. Commissioner Davis 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.

**Executive Session-**The Executive Session began at 9:35 am and ended at 9:55 am.

#### **2. Petition for Review**

- **Meade v. SPD-CSC #13-01-006-Order on Department's Motion to Dismiss Appeal**  
**Commissioner Davis, Reviewing Officer:** A Petition for Review was filed on June 19, 2014 on behalf of Appellant Katee Meade regarding the Hearing Officer's Preliminary Decision dated June 11, 2014. Mr. Peck, Attorney for Appellant was present and addressed the Commission. Assistant City Attorney Katrina Kelly was present on behalf of Assistant City Attorney, Amy Lowen, representative for the department. Commissioner Davis was the Reviewing Officer. Commissioner Davis read to the parties Commission Rule 6.08 Standard for Commission Review of Presiding Officer Decision. Ms. Davis addressed the issue of timeliness and the Commission agreed to modify the decision of the Hearing Examiner. The Commission found an issue of material fact regarding when the department notice to Ms. Meade was written and when Ms. Meade received the notice; the inferences are in favor of Ms. Meade. The Commission affirms the decision of the Hearing Examiner regarding probationary status and finds there is no issue of material fact and note the difference between a less than half time appointment and a full time temporary appointment. The Commission acknowledged the issue of retaliation and they are outside the CSC jurisdiction. Ms. Davis also wanted to note the number of issues that were raised regarding what the

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Commission would call the spirit of the Glaser decision and whether or not its technicalities are fully understood by employees. Ms. Davis moved to modify the decision of the Hearing Examiner regarding timeliness issue and affirm on the other issues including probationary status. Commissioner de los Santos seconded the motion, the motion passed. A written decision will be issued to the parties.

**The following items were taken out of order**

**4. Executive Director Report:**

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track.
- **Civil Service Conference:** The Executive Director informed the Commission that funds are available for commissioners to attend the conference in September.
- **IT Unit-Disclaim Interest from PTE Local 17:** Ms. Greenlee informed the Commission that as of June 27, 2014 Local 17 is no longer representing Information Technology Bargaining Unit. Ms. Greenlee stated there was a possibility those affected could bring appeals to Civil Service.

**3. Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.

- **Oliver v. DoIT-CSC No. 14-01-002:** The Executive Director notified the Commission that a 1<sup>st</sup> prehearing conference was held in July and the Discovery and Hearing schedules have been set.

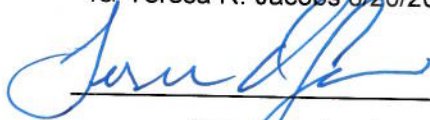
• **Executive Session**-The Executive Session began at 11:10 am and ended at 11:17 am.

**White v. Personnel-CSC No. 14-03-003:** Ms. Greenlee notified the Commission that the appellant filed an appeal in June and it was dismissed by the Executive Director for lack of jurisdiction. The Commission reviewed the appeal and dismissal. Commissioner Davis moved to affirm the decision of the Executive Director. Commissioner de los Santos seconded the motion, the motion passed.

- **Adjourn:** All other business before the Commission having been considered, Commissioner de los Santos adjourned the meeting at 11:20 am.

Respectfully Submitted By:

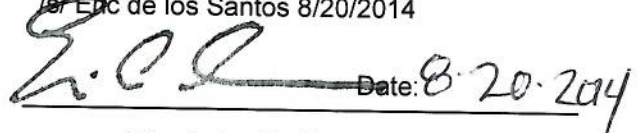
/s/ Teresa R. Jacobs 8/20/2014



Date: 8-20-2014

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 8/20/2014



Date: 8-20-2014

Eric de los Santos  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**August 20, 2014**

### **Civil Service Commission Monthly Meeting**

**Approved October 15, 2014**

**Call to Order:** Commission Chair Eric de los Santos called the meeting to order at 9:30 a.m. 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 Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

#### **By Phone:**

Commissioner Steven Jewell

#### **PUBLIC COMMENT:**

1. **Approval of Meeting Minutes-July 16, 2014** The Commission reviewed the minutes of the July 16, 2014 regular meeting of the Commission. Commissioner Davis moved to accept the minutes as written. Commissioner Jewell 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.
  - **Executive Session**-The Executive Session began at 9:35 am and ended at 9:45 am.
  - **Meade v. SPD-CSC #13-01-006-Order-** The Commission reviewed and finalized the Commission's Order affirming in part and reversing in part the Hearing Examiner's Order of June 11, 2014 as decided at the July 16, 2014 Commission meeting. Commissioner Davis read a portion of the Order for the record. The Order will be issued to the Appellant. Commissioner Davis motioned and Commissioner Jewell seconded the motion to accept the Order. The motion passed.

**Glaser Settlement:** The Commission discussed their concerns, suggestions and possible actions regarding City employees and their understanding of the Glaser Settlement regarding temporary employees. Commissioner Davis suggested presenting the concerns to the City Council. Commissioner Jewell suggested the Executive Director put together a letter to Personnel outlining the Commission's concerns and suggestions to departments to increase employees'

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understanding of their employment status. Commissioner Jewell moved for the Executive Director to draft a letter addressing concerns with the intent to present to send the letter to City Council and Personnel. The Commission will review the letter at the next meeting. Commissioner Davis seconded the motion. The motion passed.

- **Oliver v. DoIT-CSC No. 14-01-002:** The Executive Director notified the Commission that Mr. Oliver contacted Commission staff to withdraw his appeal because he and the department were negotiating a Settlement Agreement. Hearing Officer Gary McLean the presiding officer will issue a Dismissal Order.
- **Villa v. DPD-CSC No. 14-07-005:** The Commission reviewed the new appeal filed by Mr. Villa, an employee of the Department of Planning and Development. The appeal has been assigned to Hearing Office Donna Lurie and the first prehearing has been scheduled.

### **3. Executive Director Report:**

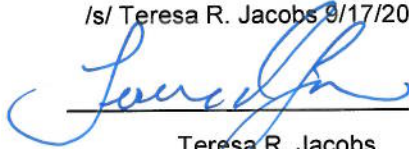
- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track and informed the Commission there will be additional expenses with the use of the Hearing Officers for current appeals.
- **Civil Service Conference:** The Executive Director informed the Commission that one Commissioner from CSC and one from PSCSC will attend the Conference in September.
- **AGO Open Government Training Materials:** The Executive Director provided the Commission with the training materials from the July 31 training session Commission staff attended. The training covered Advanced Public Records and Open Government (Meetings and Records) presented by the Office of the Washington State Attorney General. The Executive Director suggested training on the Open Meetings portion be presented to the Commission at its joint meeting with PSCSC in November.

### **4. Old/New Business:**

- **2014 CSC & PSCSC Employee Election:** The Executive Director informed the Commission the election for the Employee Elected Commissioner would take place in November. Staff met with the City Clerk and election staff and suggested each Commission hold an information session in September prior to the monthly meeting. The Commission agreed it was a good idea and one or all would be present for the half hour session.
- **Mayoral Reappointment to the CSC:** The Executive Director notified the Commission that she spoke with staff from the Office of the Mayor and City Council regarding the recommendation to reappointment Commission Chair de los Santos to serve another three-year term as Commissioner.
- **Adjourn:** All other business before the Commission having been considered, Commissioner de los Santos adjourned the meeting at 10:03 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/17/2014



Date: 10-14-14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 9/17/2014



Date: 10-14-14

Eric de los Santos  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### **Civil Service Commission**

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

**October 15, 2014**  
**Civil Service Commission Monthly Meeting**  
**Approved November 19, 2014**

**Call to Order:** Commissioner Angelique Davis, Acting Chair, called the meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

#### **In Attendance:**

Commissioner Steven Jewell  
Commissioner Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

#### **Not In Attendance:**

Commission Chair Eric de los Santos

#### **PUBLIC COMMENT:**

##### **1. Approval of Minutes:**

**August 20, 2014:** The Commission reviewed the minutes of the August 20, 2014 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.

##### **2. Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.

- **Oliver v. DoIT-CSC No. 14-01-002:** The Appellant withdrew his appeal after reaching a settlement agreement with the department. The appeal was dismissed.
- **Villa v. DPD-CSC No. 14-07-005:** The parties are awaiting the decision of Hearing Officer Donna Lurie.

##### **3. Executive Director Report:**

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track and under budget.
- **2015 Budget:** The Executive Director informed the Commission that the proposed Commission budget shows an increase for allocation of funds for City services. Previously these monies were budgeted to the departments that



provided the services (such as Information Technology), instead of the departments that are using the services. The City Council will review the Mayor's proposed budget and final budget approval occurs near the end of November.

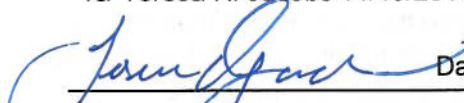
- **AGO Open Government Training Materials:** The Executive Director provided the Commission with the training materials from the July 31 training session Commission staff attended. The training covered the Open Public Meetings Act and Public Records Act and was presented by the Office of the Washington State Attorney General. The Executive Director suggested training be presented to the Commission at its joint meeting with PSCSC in December.

#### 4. Old/New Business:

- **Commissioner Email:** The Executive Director updated the Commission on the license changes the City will be making. The Commission will need to obtain (and pay for) licenses for each individual email address. There are several options depending on whether the Commission obtains licenses for each Commissioner including document exchange via SharePoint, email forwarding, password updates, and USB flash drives to save information. The Commission will need to allocate money in the budget based on how many licenses would be required.
  - **Joint Meeting of Commissions:** The joint meeting is scheduled for December 10 with PSCSC. Commissioner training on the Open Public Meetings Act will be conducted by the Commissions respective legal counsel, Gary Smith and Jeff Slayton.
  - **SOCR Intake:** The Executive Director informed the Commission that Mike Chin, Enforcement Manager for the Office for Civil Rights will be in attendance at the November meeting to give the Commission information on SOCR's intake and investigative process.
  - **Arnold v. City of Seattle (HSD):** Commission Counsel, Assistant City Attorney Gary Smith updated the Commission on the matter of Arnold v. City of Seattle. The matter is currently at the Court of Appeals Division I and Oral Argument and party briefs and responses took place in September. Mr. Smith will keep the Commission updated on the status of the appeal.
- **Adjourn:** All other business before the Commission having been considered, Commissioner Davis adjourned the meeting at 9:49 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 11/19/2014

 Date: 11-19-14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 11/19/2014

 Date: 11/19/14

Eric de los Santos  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**November 19, 2014**  
**Civil Service Commission Monthly Meeting**  
**Approved January 21, 2014**

**Call to Order:** Commissioner Eric de los Santos, Chair, called the meeting to order at 9:40 a.m. 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 Steven Jewell  
Commissioner Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:**

**1. Approval of Minutes:**

**November 19, 2014:** The Commission reviewed the minutes of the November 19, 2014 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

**2. SOCR Presentation-Mike Chin, Enforcement Manager:** Mike Chin, Enforcement Manager with Seattle Office for Civil Rights was present to give the Commission an overview on the SOCR functions. Mr. Chin spoke about the investigations, enforcement and settlements and provided for review SOCR's 2013 Annual Report. Mr. Chin informed the Commission SOCR is currently working on a new database that will assist in closing the loop with the Civil Service Commission by providing information on appeals that are referred to SOCR by CSC, and providing ongoing tracking and notice of settlements or closures.

**3. Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.

**Executive Session:**

The Commission went into Executive Session at 10:20 am. The Executive Session ended at 10:29 am

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**City of Seattle Civil Service Commissions**

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729  
Tel (206) 386-1301, Fax: (206) 684-0755, <http://www.seattle.gov>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

- **Villa v. DPD-CSC No. 14-07-005:** The Commission reviewed the Findings and Decision issued by CSC Hearing Officer, Donna Lurie. Neither party filed a Petition for Review. Commission Chair de los Santos was the Reviewing Officer and recommended to affirm the decision of the hearing officer. Chair de los Santos moved to accept the decision as written. Commissioner Jewell seconded the motion. The decision was approved by acclamation. A Dismissal Order will be issued.

**4. Executive Director Report:**

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track at 60% and under budget for the remainder of the year.


**5. Old/New Business:**

**Employee Elections for Commissioner:** The CSC and PSCSC employee elections were held the week of November 3-7. The results are forthcoming.

- **Joint Meeting of Commissions:** The joint meeting is scheduled for December 10 with PSCSC.
- **2015 Chair:** Commissioner Jewell moved to nominate Commissioner Davis to serve as the 2015 Chair for the commission. Commission Chair de los Santos seconded the motion. The motion passed.
- **2015 Meeting Schedule:** The commissioners discussed the meeting schedule for 2015. Commissioner Jewell moved to continue to hold meetings on the third Wednesday of each month. Commissioner Davis seconded the motion. The motion passed.
- **Draft Letter Re: Glaser:** The Commissioners reviewed the draft letter composed by the Executive Director. The Commissioners will sign and send the letter to the Mayor and City Council.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Eric de los Santos adjourned the meeting at 10:55 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/21/2015

 Date: 2-18-15  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 1/21/2015

 Date: 2/18/15  
Angelique M. Davis  
Commission Chair