



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Eric de los Santos
Commissioner Amy S. Bonfrisco
Commissioner Angelique M. Davis

February 15, 2017

Civil Service Commission Special Meeting

Approved April 19, 2017

Call to Order: Commission Chair Eric de los Santos called the regular monthly meeting to order at 9:10 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
Commissioner Angelique M. Davis
Jennifer A. Greenlee, Executive Director
Gary Smith, Assistant City Attorney
Teresa Jacobs, Administrative Staff Assistant

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

January 25, 2017 CSC Monthly Meeting: The Commission reviewed the minutes of the January 25, 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 signed by the Chair.

December 14, 2016 CSC and Joint CSC & PSCSC Meetings: The Commission reviewed the minutes of the December 14, 2016 Special meeting of the Commission and Joint meeting with the Public Safety Civil Service 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.

City of Seattle Civil Service Commissions

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2. Executive Director's Report:

- **Case Status Report:** The Commission reviewed the Case Status Report.
- **New Appeal: Hatcher-Mays v. Human Services Department (HSD)-CSC No. 17-01-003:** The Commission reviewed an appeal filed by an employee of HSD. The appeal will be assigned to a CSC Hearing Officer.
- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Executive Director reported that the Budget for 2017 has been loaded, and the budget for salaries and wages for temporary/intermittent employees, and travel and training has been reduced.

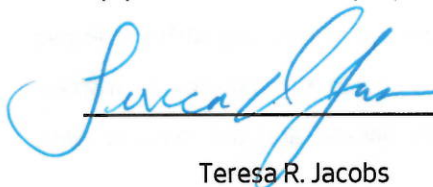
3. Old/New Business:

- **Service Credit:** The Commission agreed to commit to prioritizing the Service Credit issue in 2017. They will extend an invite to the SDHR Director to attend the April meeting.
- **Intradepartmental Grievance Procedure:** This is an ongoing agenda item due to the Commission's concern at the lower level of appeals filed since the Intradepartmental Grievance procedure became a mandatory requirement before filing an appeal. The Commissioners expressed concern that employees are not fully aware of their rights to file a grievance and appeal under the Personnel Rules and how awareness can be increased. The Commission will request sample letters from departments to assure that the language is concise. The Executive Director will also request departments resume sending discipline letters to the Commission office.

Adjourn: All other business before the Commission having been considered, Commission Chair Eric de los Santos adjourned the meeting at approximately 9:45 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/19/2017


Date: 4-19-17

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Eric de los Santos 4/19/2017


Date: 4-19-17

Eric de los Santos
Commission Chair