



# 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

**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:

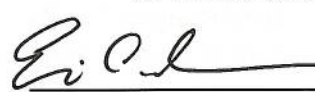
- **Commissioner Email:** The Executive Director updated the Commission on the license changes the City will be making. The Commission will need to obtain (and pay for) licenses for each individual email address. There are several options depending on whether the Commission obtains licenses for each 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