



# City of Seattle

## CIVIL SERVICE COMMISSIONS

---

### 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

---

**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