City of Seattle

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 acclimation 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.

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. Jewell
Commission Chair