



City of Seattle

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