



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Eric de los Santos
Commissioner Angelique M. Davis
Commissioner Steven A. Jewell

April 16, 2014

Civil Service Commission Monthly Meeting

Approved May 21, 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 Steven Jewell
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

By Phone:

Commissioner Angelique M. Davis

PUBLIC COMMENT: No one signed up to speak.

1. **Approval of Meeting Minutes-March 19, 2014:** The Commission reviewed the minutes of the March 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. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director updated the Commission on the appeals currently open.
 - **Meade v. SPD-CSC No. 13-01-006:** The appeal is with the Office of the Hearing Examiner to determine jurisdiction.
 - **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.
 - **LeCompte v. SCL-CSC No. 14-01-001:** The Executive Director updated the Commission on a new appeal filed by a City Light employee. The commission reviewed the appeal. Commissioner Jewell moved to dismiss the appeal on timeliness and standing. Commissioner Davis seconded the motion.

3. Executive Directors Report:

- **Annual Report Draft:** The Executive Director presented a draft of the 2013 Annual Report. The Commission reviewed the report and will provide any comments, updates or changes. The final report will be presented to the Commission for approval at its May meeting.
- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for the year.
- **CSC Rules Revisions:** The rules have been published to the Daily Journal of Commerce, distributed via citywide email and sent to the commission mail contacts for written public comment.

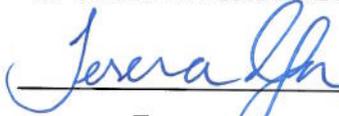
4. Executive Session-The Executive Session began at 9:50 am and ended at 10:10 am. The Commission reviewed the 360 peer review of the Executive Director. The Commission will review the salary ranges for the Market Adjustment and make a formal decision to grant the adjustment retroactively for 2014.

5. Old/New Business: New Employee Orientation (NEO) and New Supervisor Orientation (NSO)-Commissioner Jewell updated the Commission on the changes the Personnel department is making to the NEO and NSO. With the changes CSC is given less time during the orientations to provide information to employees and supervisors. Commissioner Jewell welcomed ideas from the commission and staff on ways to provide information to employees about the Civil Service Commission.

- **Adjourn:** All other business before the Commission having been considered, Commissioner Jewell adjourned the meeting at 10:25 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/21/2014

 Date: 5.21.14

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Eric de los Santos 5/21/2014

 Date: 5.21.14

Eric de los Santos
Commission Chair