



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**May 21, 2014**

### Civil Service Commission Monthly Meeting

**Approved June 18, 2014**

**Call to Order:** Commissioner Steven Jewell 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:** No one signed up to speak.

1. **Approval of Meeting Minutes-April 16, 2014** The Commission reviewed the minutes of the April 16, 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 will be signed by the Chair.

**Approval of Combined Meeting Minutes-April 28, 2014** The Commission reviewed the minutes of the April 28, 2014 combined meeting of the Civil service and Public Safety Civil Service Commissions. Commissioner Jewell noted Gary Smith was in attendance by phone and his name should be added to the minutes. Commissioner de los Santos moved to accept the minutes with the addition of Gary Smith. 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. 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 was in mediation on April 29, 2014.

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**City of Seattle Civil Service Commissions**

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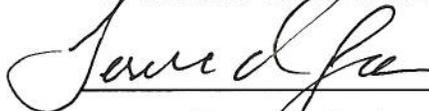
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**Executive Session-**The Executive Session began at 9:35 am and ended at 9:45 am.

- **Oliver v. Dolt-CSC No. 14-01-002:** The Executive Director updated the Commission on a new appeal filed by a DoIT employee. The commission reviewed the appeal. Commissioner Jewell moved to remand to the Office of the Hearing Examiner for determination limited to Personnel Rule violations and other claims will be referred to the Office of Civil Rights as appropriate. Commissioner Davis seconded the motion. The motion passed.
3. **CSC Rules Revisions:** The Commission reviewed the final rules, signed and approved for distribution.
4. **Executive Directors Report:**
- **Annual Report Draft:** The Executive Director presented the final draft of the 2013 Annual Report. The Commission reviewed the report and noted one minor typo. The report was approved for distribution.
  - **Monthly Summit (Budget) Report:** The Executive Director reported no significant change to the budget and currently no major projects that would require hiring an intern for the summer. The Executive Director updated the Commission that the .6 FTE was still in the budget and a portion would be used to cover the COLA/Market Adjustment.
5. **Old/New Business: CSC Online Training:** At the May meeting the Commissioners discussed the limited time CSC would have for New Employee and New Supervisor Orientation and how to get CSC information to City employees. The staff recently met and provided information to Personnel for an online training portal. Staff and Commissioners will have an opportunity to review the portal before it is available to employees. Commission counsel Gary Smith notified the Commission that Open Public Meetings Act training is being developed for Boards and Commissions.
- **Service Credit Issue:** Commissioner Jewell updated the commission re negotiation with Coalition of City Unions regarding Service Credit. A recommendation was made by Personnel under new administration to have Service Credit prospectively not retroactively. No action was taken on this matter.
- **Adjourn:** All other business before the Commission having been considered, Commissioner Jewell adjourned the meeting at 10:05 am

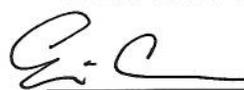
Respectfully Submitted By:

/s/ Teresa R. Jacobs 6/18/2014

 Date: 6-18-14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 6/18/2014

 Date: 6/18/14

Eric de los Santos  
Commission Chair