

**City of Seattle
Civil Service Commission
December 19, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:40 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

Recused:

Commissioner Jennifer Schubert

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of October 17, 2007, Meeting Minutes:** The Commission reviewed the October 17, 2007 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
 - **New Appeal: Hopkins v. Department of Information Technology (DoIT) CSC No. 07-03-013:** Ms. Graham-Walton introduced a new appeal filed by a DoIT employee alleges the department placing him on Administrative Leave is not for a justifiable cause. The appeal has been assigned to CSC Hearing Officer Diane Hess Taylor.
 - **Review: Findings and Decision-Hamai v. Human Services Dept CSC No. 07-01-006:** The Office of the Hearing Examiner presided over the appeal and submitted Findings and Decision. Commissioner Chair Jewell was the Reviewing Officer. Neither

party filed a Petition for Review of the order. In the order, the Hearing Officer ruled "...the department had justifiable cause to demote the appellant." Commissioner Jewell moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed. The Commission commended Hearing Examiner Sue Tanner on a well written and concise Findings and Decision.

3. **Election of Commission Chair:** Commissioner Casson moved to nominate Steven Jewell to serve as Commission chair for 2008. Commissioner Jewell seconded the motion. The motion passed.

4. **Merit Leave Awards/Market Adjustment 2008:** The Commission went into Executive Session at 9:50 a.m. The Executive Session ended at 10:00 a.m. The Commission approved 6 days Merit Leave for Ms. Graham-Walton. Commissioner Casson moved to award 6 days Merit Leave. Commissioner Jewell seconded the motion. The motion passed.

- **Market and Broadband Adjustment:** The Commission approved the Market Adjustment for the Executive Director and deferred the Broadband Adjustment to the February meeting and after some research on adjustments is conducted. The Commission will draft and format an evaluation of Ms. Graham-Walton.

DISCUSSION ITEMS

5. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported that the budget is on target for year-end 2007. Ms. Graham-Walton notified the Commission that staff has monitored end of year funds and is able to purchase an ergonomically friendly desk for the Hearing Officer's office. Staff also informed the Commission that they hope to move pre-hearings into that office, so the environment is less threatening.

6. **Review Draft Changes Probationary Legislation:** Ms. Graham-Walton updated the Commission on her and Commissioner Jewell's meeting with Councilmember Richard McIver and Patricia Lee. Councilmember McIver agreed to sponsor the Probationary Legislation. The Legislation and background information will be forwarded to Council and considered the 1st quarter of 2008 after Council committee assignments. The Commission reviewed and discussed draft changes to the Probationary Legislation.

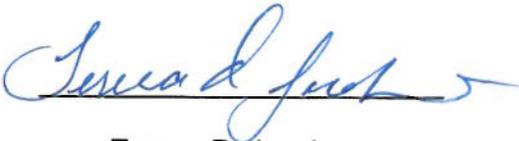
Commissioner Casson moved to accept changes. Commissioner Jewell seconded the motion. The motion passed.

7. **Commission Dates January-June 2008:** The Commission agreed to meet on the 3rd Wednesday of the month.

Adjourn—The meeting adjourned at 10:35 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 1/16/08



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 1/16/08



Steven A. Jewell

Commission Chair

1/16/08
Date

**City of Seattle
Civil Service Commission
January 16, 2008 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of December 19, 2007, Meeting Minutes:** The Commission reviewed the December 19, 2007 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.

The Commission went into Executive Session at 8:34 a.m. the Executive Session ended at 9:45 a.m.:

- **New Appeal: Middleton/SPU v. Personnel CSC No. 08-03-001:**
The appeal of Middleton v. Personnel was dismissed based on untimely filing. Commission Chair Jewell moved to dismiss the appeal. Commissioner Casson seconded the motion. The motion passed.
- 3. **Executive Director Broadband Base Pay Adjustment:** The Commission agreed that the Market Rate Adjustment (COLA) of 3.8% received in January 2008, was an

adequate increase for the Executive Director's base pay. Commission Chair Jewell moved. Commissioner Casson seconded the motion. The motion passed.

- **Executive Director Performance Review:** The Commission agreed to conduct the Executive Director's performance review Bi-annually. The Commission will administer Ms. Graham-Walton's 2007 review in the upcoming months. Commission Chair Jewell moved. Commissioner Casson seconded the motion. The motion passed.

DISCUSSION ITEMS

The following items were taken out of order

5. **Monthly Summit (Budget) Report (No documents):** Ms. Graham-Walton reported that the Finance department is currently loading the budget for 2008.
6. **Update: Mayoral Appointed Commissioner:** Ms. Graham-Walton reported to the Commission that she met with Michael Gilmore, Boards and Commission Administrator for the Office of the Mayor to discuss prospects for the Mayoral Appointed Commissioner. There are currently 3 candidates that Mr. Gilmore will arrange to interview for the position. Ms. Graham-Walton will stay in communication with Mr. Gilmore and participate in the interview process. Ms. Graham-Walton will continue to update the Commission as the process moves ahead.
7. **Review Draft Changes Probationary Legislation:** Ms. Graham-Walton updated the Commission regarding the Probationary Legislation that will go before the Commission's new Council committee assignment which is Culture, Civil Rights, Health and Personnel (CCRHP), chaired by Councilman Licata. The Legislation is sponsored by Councilmember McIver and will be considered the 1st quarter of 2008.
8. **Staff Vacation-Rescheduling of February Meeting:** The Executive Director requested vacation during the week of the Presidents' Day Holiday, February 18th. The Commission agreed to reschedule the February 20th Commission meeting to February 13th.

4. **Interview Hearing Officer:** Christopher Mathews, Attorney

The Commission went into Executive Session at 10:25 a.m. The Executive Session ended at 10:40 a.m. Commissioner Chair Jewell moved to hire Christopher Mathews as a Hearing Examiner, Pro Tem. Commissioner Casson seconded the motion. The motion passed.

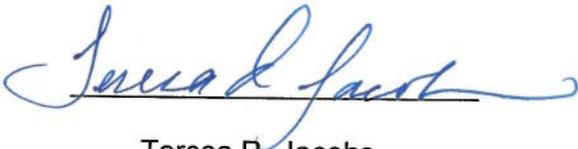
Old Business: The Executive Director reminded the Commission of their request for information on remedial orders. The Commission would like to issue a reminder to Department Heads that they should be following Personnel Rules when hiring non-exempt City employees. There has been a steady increase in complaints and appeals to the Commission about hiring processes.

New Business: The Commission questioned the adequacy of pay for Hearing Officers. The ED looked into the pay issue before, but will provide the Commission with information at the February meeting.

Adjourn—The meeting adjourned at 10:41 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/13/08

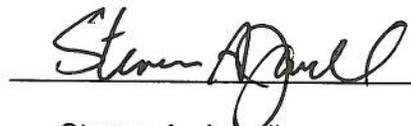


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/13/08



Steven A. Jewell

Commission Chair

2/13/08
Date

City of Seattle
Civil Service Commission
February 13, 2008 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:33 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of January 16, 2008, Meeting Minutes:** The Commission reviewed the January 18, 2008 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
3. **Office Complaint-Executive Session (Personnel Related)**
The Commission went into Executive Session at 9:35 a.m. The Executive Session ended at 9:50 a.m.: Commission Chair Jewell moved to allow chair to inquire with Ethics and Elections Executive Director whether a complaint has been submitted. Commissioner Casson seconded the motion. The motion passed.
4. **Hourly Rate for Hearing Officer (HO):** Glenda Graham-Walton, Executive Director provided the Commission with a chart of the City pay scale for similar positions in municipal employment, such as Magistrate and Assistant City Attorney. The Executive Director suggested that she could compare with rates for consultant contracts. She also shared that previously HO were presented with the option of consultant contracts in lieu of TES employment and were concerned about the liability terms because of the nature of the HO job. Commission Chair

Jewell moved to table the issue. Commissioner Casson seconded the motion.
The motion passed.

DISCUSSION ITEMS

5. **Monthly Summit (Budget) Report (No documents):** Ms. Graham-Walton reported that the Finance department loaded the budget in January and the Commission is on target for the first quarter of 2008.

6. **Old/New Business:**

• **Remedial Order: re Following Processes as Written in Personnel Rules:**

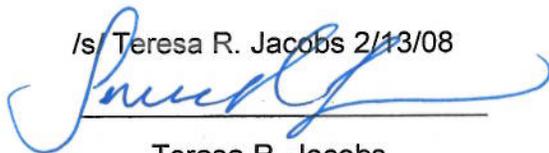
Ms. Graham-Walton will draft a letter to department HR Managers and Directors expressing the Commission's concern over complaints and reminding them of the importance of adhering to rules and policies regarding the City's hiring processes. Commission Chair Jewell moved. Commissioner Casson seconded the motion. The motion passed.

- **Review Draft Changes Probationary Legislation:** Ms. Graham-Walton and Commission attorney Gary Smith met with Patricia Lee of City Council Central Staff to provide clarification regarding the Probationary Employment Legislation that will go before the Culture, Civil Rights, Health and Personnel (CCRHP), committee. Ms. Lee requested more information and summaries on the issue. Ms. Graham-Walton will gather the information and provide to Ms. Lee.

Adjourn—The meeting adjourned at 10:15 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/13/08

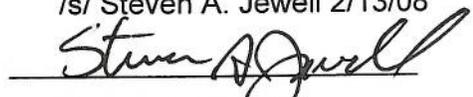


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/13/08



Steven A. Jewell

Commission Chair

3/19/08
Date

City of Seattle
Civil Service Commission
March 19, 2008 Minutes

APPROVED APRIL 16, 2008

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson

Commissioner Gregg Hiramawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Welcome New Commissioner:** The Commission and staff welcomed newly appointed Commissioner, Gregg Hiramawa. Mr. Hiramawa, the Mayor's appointee, will serve a term that expires in December of 2010.
2. **Approval of February 13, 2008, Meeting Minutes:** The Commission reviewed the February 13, 2008 minutes. Commissioner Casson moved to accept the minutes. Commissioner Hiramawa seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
3. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
4. **Corrected Language in Proposed Probationary Ordinance:** The Commission suggested revisions to the language of the proposed Probationary Ordinance that was presented to Councilman Nick Licata and staff. The proposed legislation will be presented to other council members for consideration. Commissioner Jewell stated that the Commission will make revisions so that the language is consistent with the language in the City's labor agreements. The Commission also discussed whether a department should hold a position vacant for 3 months in the event the employee reverts to his/her former position. Commissioner Casson expressed that

he opposed this because the onus could fall upon the City for not having the position available for the employee to revert to because of an immediate need to fill it. Commissioner Hirakawa stated the employer should make a good faith effort to have the employee be successful in the new position. Ms. Graham-Walton stated that 3 months is not a long period of time and in most hiring situations the process takes more than 3 months. Commissioner Jewell agreed that this is likely true and shared that there are also options available to departments to ensure that the work gets done if a position is vacant. Ms. Graham-Walton will confer with the Commission attorney on the language and review the proposed legislation for accuracy and consistency. Commissioner Casson moved to accept the proposed legislation and move forward. Commission Chair Jewell seconded the motion. The motion passed.

DISCUSSION ITEMS

5. **Monthly Summit (Budget) Report:** Ms. Graham-Walton presented the monthly budget to the Commission, and clarified the allocation of the budget and line items to the new Commissioner.

6. **Old/New Business:**

• **Remedial Order: re Following Processes as Written in Personnel Rules:**

Ms. Graham-Walton drafted and presented a letter to the Commissioners that will be distributed to department HR Managers and Directors expressing the Commission's concern over complaints received about hiring processes. The letter reminds departments of the importance of adhering to rules and policies regarding the City's selection process for internal candidates. Commissioner Jewell will sign the letter and Ms. Graham-Walton will follow up with electronic copies to HR Representatives.

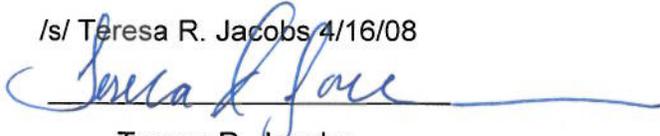
• **Office Complaint:**

Commissioner Jewell stated that he attempted to follow-up on the office complaint; however it could not be verified due to confidentiality. He did however share his documentation.

Adjourn—The meeting adjourned at 10:35 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 4/16/08

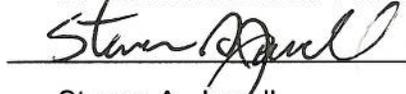


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 4/16/08



Steven A. Jewell

Commission Chair

4/16/08
Date

City of Seattle
Civil Service Commission
April 16, 2008 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of March 19, 2008, Meeting Minutes:** The Commission reviewed the March 19, 2008 minutes. Commissioner Hirakawa stated his statement was not captured correctly in the discussion under the *Corrected Language in Proposed Probationary Ordinance*. He had stated that Departments should make an effort to insure that employees are successful when they move to other positions. The statement was corrected. Commissioner Casson moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes as corrected, adopted them by acclamation and the Chair signed.

2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.

3. **2009 Budget Issue Paper (BIP) Re: Increase in the amount of money allocated for Hearing Officers:** Ms. Graham-Walton inquired if the Commission would like her to request additional funds in the 2009 budget to cover additional hours for CSC Hearing Officers. Ms. Graham-Walton stated that at the end of 2007 the funds for the CSC Hearing Officers were exhausted and some appeals could not be completed and were carried over to 2008. The Commission suggested additional funds should be requested to avoid carrying an appeal over to the next year, as well as for maintaining a timely appeal process. Commissioner Casson moved for the Executive Director to request additional funds for the hearing officer budget. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

4. **Monthly Summit (Budget) Report:** Ms. Graham-Walton presented the monthly budget to the Commission, and reported the budget is on target for April.

5. **Old/New Business:**

- **Legislation Update:** The Commission discussed the proposed probationary legislation. Gary Smith, the Commission's attorney and the Commission's Executive Director reviewed the legislation and stated that contact was made with Council Staff, the Law Department, and Labor Relations to discuss the legislation and its consistency with probationary period requirements currently in the City's Collective Bargaining agreements. The Commission was also asked if they would like to make any changes to the document, or if it was final and ready for processing. Commissioner Jewell stated that his preference is to leave the legislation as/is. As the issue has been on the Commission's agenda for some time and there have been many opportunities for public comment at Commission meetings. The Commission decided it is ready to move forward with the legislation process.

6. **Other**

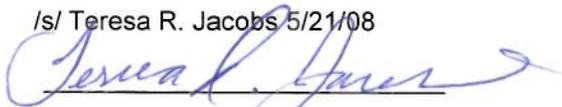
MISCELLANEOUS ITEMS

7. **Staff Vacations/Staff Training & Education:** Ms. Graham-Walton notified the Commission of upcoming staff vacations and staff training and education.

Adjourn—The meeting adjourned at 10:00 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 5/21/08



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 5/21/08



Steven A. Jewell

Commission Chair

5/21/08
Date

City of Seattle
Civil Service Commission
June 18, 2008 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of May 21, 2008, Meeting Minutes:** The Commission reviewed the May 21, 2008 minutes. Commissioner Hirakawa moved to amend the minutes to include a statement that the Commission will refer the Hopkins v. DoIT appeal to the Office of Civil Rights (SOCR). Commissioner Casson seconded the motion. Corrected minutes will be submitted to the Commission for review at its July 16 meeting.
2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
3. **Hopkins v. DoIT CSC No. 07-03-013:**
 - **Executive Session:** The Commission went into executive session at 9:35 a.m. to discuss a quasi-judicial matter. The executive session ended at 10:25 a.m. The Commission will draft an order modifying the Hopkins' decision and referring the portion of the appeal which is not within the Commission's jurisdiction to SOCR.
 - **Review: Draft Order Affirming Hearing Officer's Decision-Hopkins v. DoIT CSC No. 07-03-013:** Concluding the Executive Session, the Commission agreed to modify the decision of the Hearing Officer. The Commission will modify portions of the findings related to issues of accommodation. Those issues will be forwarded to the Seattle Office of Civil Rights for consideration. Commissioner Hirakawa moved to modify the findings and refer the issues related to accommodations to SOCR, Commissioner Casson seconded the motion. The motion passed.

DISCUSSION ITEMS

4. Monthly Summit (Budget) Report:

Ms. Graham-Walton reported the budget is on target for June.

- **Budget Issue Paper (BIP) Re: Hearing Examiner, Pro Tem Funding:**

Ms. Graham-Walton reported to the Commission that the BIP request to cover additional hours for the CSC Hearing Officers was approved.

5. Meeting Dates July through December 2008: The Commission agreed to continue meeting on the third Wednesday of the month through December. The Commission will decide at its July meeting whether to defer its August meeting until September.

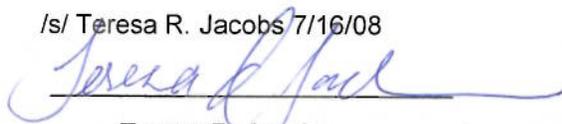
6. Old/New Business:

- **Probationary Employment Legislation Update:** Ms. Graham-Walton updated the Commission regarding Personnel's submission of proposed changes to the Ordinance- which was received just prior to the Commission meeting. Commissioner Casson moved to defer the discussion to the July meeting to allow time for the Commissioners to do a thorough review of the document and changes. Because the document was sent as a PDF from Personnel it was difficult to quickly identify what specific changes were made. Commissioner Jewell expressed deferring the issue delays the process further. Ms. Graham-Walton will request a red line copy from Personnel. Commissioner Hirakawa seconded the motion to defer. The motion passed.

Adjourn—The meeting adjourned at 10:39 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 7/16/08

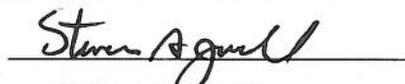


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 7/16/08



Steven A. Jewell

Commission Chair

7/16/08
Date

City of Seattle
Civil Service Commission
May 21, 2008 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney
Janice Flaagan, Sr. Personnel Specialist, DoIT

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of April 16, 2008, Meeting Minutes:** The Commission reviewed the April 16, 2008 minutes. Commissioner Hirakawa moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
Hopkins v. DoIT CSC No. 07-03-013:
 - **Executive Session:** The Commission went into executive session at 9:35 a.m. to discuss a quasi-judicial matter. The executive session ended at 9:50 a.m. Executive Director will research delegation to Office for Civil Rights.
 - **Review: Decision on Hearing-Hopkins v. DoIT CSC No. 07-03-013:** Hearing Officer Diane Hess Taylor presided over the appeal and submitted a Decision. Commissioner Hirakawa was the Reviewing Officer. Neither party filed a Petition for Review of the order. In the order, the Hearing Officer ruled that the Appellant is not entitled to remain in the job of Video Technician II; but is entitled to reasonable accommodation by reassignment to other vacant equal or lesser positions if he meets the qualifications set forth in the City's policies. Commissioner Hirakawa moved to accept the decision. Commissioner Casson seconded the motion. The motion passed. The Commission attorney noted there were issues addressed in the Hearing Officer's decision related to Reasonable

Accommodations. Per SMC 4.04.260(d), the Commission agreed and instructed the Executive Director to forward the appeal to the Seattle Office for Civil Rights for consideration.

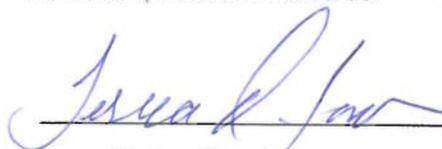
DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton presented the monthly budget to the Commission, and reported the budget is on target for May.
4. **Hearing Officer Budget Allocation Increase-Budget Issue Paper (BIP):** Ms. Graham-Walton reported to the Commission that the BIP was submitted to the Budget Analyst on May 16th. Ms. Graham-Walton will update the Commission on the status of the BIP.
5. **Positions Classified Non-Exempt to Exempt 2007 to Present:** Staff compiled a table showing various departments and the number of positions classified non-exempt to exempt. Staff will update the table as the Personnel Classification Unit submits reports. The table will be included in the next Commission Annual Report.
6. **Old/New Business:**
 - **Legislation Update:** Ms. Graham-Walton notified the Commission that the Personnel Director plans to meet with the Mayor regarding Personnel co-sponsoring the proposed legislation.

Adjourn—The meeting adjourned at 10:05 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/18/08

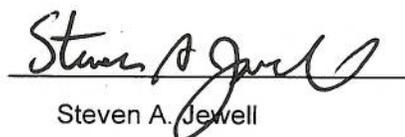


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/18/08



Steven A. Jewell

Commission Chair

7/16/08

Date

City of Seattle
Civil Service Commission
July 16, 2008 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney
Renni Bispham, SPD, Labor Relations
Lynnette De Shaw, SPD/Human Resources

ACTION ITEMS

Public Comment: Mr. Bispham was present for the discussion regarding the Draft (Probationary Employment) Ordinance Amending SMC 4.04 topic. He questioned if the legislation could impact recently signed collective bargaining agreements.

1. **Approval of Minutes:**
 - **Approval of May 21, 2008, Meeting Minutes:** The Commission reviewed the corrected minutes of May 21, 2008. Commissioner Casson moved to accept the minutes as corrected. Commissioner Hirakawa seconded the motion. The Commission approved the minutes as corrected, adopted them by acclamation and the Chair signed.
 - **Approval of June 18, 2008 Meeting Minutes:** The Commission reviewed the corrected minutes of June 18, 2008. Commissioner Hirakawa moved to accept the minutes as corrected. Commissioner Casson seconded the motion. The Commission approved the minutes as corrected, adopted them by acclamation and the Chair signed.

2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report.

3. **Review and Public comment re: Draft (Probationary Employment):** The Commission reviewed and discussed the Personnel Department's amendments to the Draft Probationary Employment legislation. The Commission agreed to most of the legislation. Commissioner Jewell moved to include the Commission's introductory paragraph in the proposed legislation. Commissioner Casson seconded the motion. The motion passed. The Executive Director will draft a memo to Mark McDermott for the Commission.

DISCUSSION ITEMS

4. Monthly Summit (Budget) Report:

Ms. Graham-Walton reported the budget is on target for July.

5. Old/New Business:

Defer August Commission Meeting until September: The Commission discussed whether to defer the August meeting until September 17. Commissioner Casson moved to defer the meeting. Commissioner Hirakawa seconded the motion. The motion passed.

6. Other:

FYI: Supreme Court Victory for Older Workers" New York Times Article, June 20, 2008.

Adjourn—the meeting adjourned at 10:00 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 9/17/08



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 9/17/08



Steven A. Jewell

Commission Chair

9/17/08

Date

City of Seattle
Civil Service Commission
September 17, 2008 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney
Jean Boler, Director of Employment Section, Law Department

ACTION ITEMS

Public Comment: No one signed up to speak

1. **Continuation of Office Complaint (re: Staff): Executive Session:** The Commission went into executive session at 9:30 a.m. The Executive Session ended at 10:27 a.m.
 - The Commission chair moved to send a memo to employee setting forth the findings of the investigation and a notice of restitution. Commissioner Casson seconded the motion. The motion passed. The Commission chair moved to send a notice of discipline to employee noting no less than 5 days of suspension without pay to be imposed. Commissioner Hirakawa seconded the motion. The motion passed.

2. **Approval of Minutes:**
 - **Approval of July 16, 2008, Meeting Minutes:** The Commission reviewed the minutes of July 16, 2008. Commissioner Casson moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

3. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report.

4. **Review: Memo in Response to Draft Ordinance Related to Probationary/Trial Service Periods:** The Commission reviewed the memo drafted by the Executive Director to Mark McDermott, Director of the Personnel Department's in response to edits that Personnel made to the draft legislation. At its July 16 meeting, the Commission agreed to most of the legislation. However, it was moved that the Commission's response to Personnel include a request that its

introductory paragraph be part of the proposed legislation. The Executive Director outlined the Commission's concerns in the memo. Commissioner Casson moved to send the memo to Personnel. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

5. Monthly Summit (Budget) Report:

Ms. Graham-Walton reported the budget is on target for September.

4. Old/New Business:

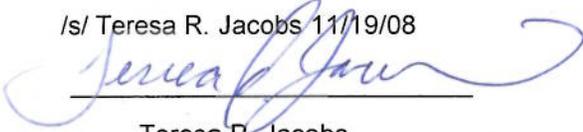
There is no old/new business.

- 6. Other: The Civil Service Commission Election Rules:** The Office of the City Clerk adopted the rules on August 11, 2008 governing the administration of the election for the employee-elected members of the Civil Service Commission. Commission Chair Jewell stated that he will seek a second term as the employee-elected member of the Civil Service Commission.

Adjourn—the meeting adjourned at 10:35 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 11/19/08

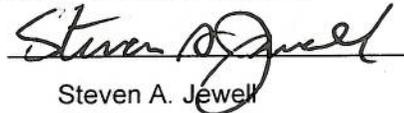


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 11/19/08



Steven A. Jewell

Commission Chair

11/19/08

Date