

**City of Seattle**  
**Civil Service Commission**  
**December 15, 2010**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1650 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

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

**PUBLIC COMMENT**

- No one signed up to speak

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of October 20, 2010 Meeting Minutes:** Commissioner Hirakawa moved to approve the minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- **New Appeal:** The Executive Director provided the Commission updates on current Civil Service Commission appeals:
- **Rowan v. City Light-CSC No. 10-04-017:** The Respondent City Light submitted a response stating a decision regarding reinstatement has not been made. The commission dismissed the appeal as premature.
- **Duncan v. SPU-CSC No. 10-04-018:** The appeal will be delegated to the Office of the Hearing Examiner for a hearing on its merit.
- **Tiura v. HSD-CSC No. 10-01-019:** The appeal will be delegated to the Office of the Hearing Examiner.
- **Ogunyemi v. City Light-CSC No. 10-01-020:** The appeal will be delegated to the Office of the Hearing Examiner.

**DISCUSSION ITEMS**

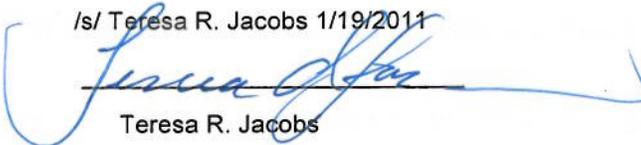
3. **Election of 2011 Commission Chair:** Commissioner Casson moved to elect Commissioner Jewell to serve as 2011 Commission Chair. Commissioner Hirakawa seconded the motion. The motion passed.
  
4. **Executive Session:** The Commission went into Executive Session at 9:45 to discuss personnel issues. The Executive Session ended at 10:15.
  - The Commission awarded the Executive Director 5 days of merit leave for 2010 performance. The Commission noted that the reduction of one day (from previous awards), is in recognition of the City's current finances and not work performance.
  
5. **Status of Service Credit Legislation:** The Executive Director gave an update on the Service Credit Legislation and the Commission reviewed Draft Legislation. Commissioner Casson moved to pursue submitting the legislation. Commissioner Hirakawa seconded the motion. The motion passed.
  
6. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for year-end expenses.
  
7. **Old/New Business:** None

**Other: Letter and Response re: City of Seattle ADR Program:** The Commission reviewed the correspondence between City Council and the Executive Director regarding reconsideration of the proposed cut of ADR staff in City Personnel.

**Adjourn: The meeting adjourned at 10:45 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 1/19/2011



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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 1/19/2011



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Steven A. Jewell  
Commission Chair

1/19/11  
Date

**City of Seattle**  
**Civil Service Commission**  
**January 31, 2011 Special Meeting**

**Call to Order:** Commission Chair Steven Jewell called the special meeting to order at 11:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson was present via telephone  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

- Olayinka Ogunyemi, Appellant
- Erin Overbey, Assistant City Attorney, City of Seattle, Representing City Light, Respondent

1. *Executive Session*—Petition for Review
  - Ogunyemi v. City Light—CSC No. 10-01-020

Olayinka Ogunyemi filed an appeal with the Commission on December 9, 2010. The appeal was delegated to the Office of the Hearing Examiner. A prehearing took place on January 11, 2011 where the discovery and hearing schedules were established. On January 14, 2011 Ms. Ogunyemi sent an email to the Office of the Hearing Examiner requesting an extension stating some of her witnesses would not be available for the February 14 hearing. Anne Watanabe, Deputy Hearing Examiner denied the Appellant's motion by Order dated January 20, 2011. On January 25, 2011 the appellant filed a Petition for Review with the Civil Service Commission. Erin Overbey, Assistant City Attorney, representing Seattle City Light, the Respondent sent a response to the Petition for Review on January 27, 2011. **The Commission went into executive session at 11:25 a.m. The executive session ended at 11:45 a.m.**

The Commission agreed that when delegating an appeal to a Presiding Officer, the Commission also delegates the authority to rule on procedural decisions. In general, it is not the policy of the Commission to then intervene with the Presiding Officer's procedural decisions. The Commission will follow that policy in regard to the Appellant's Petition for Review and not issue an order modifying the Presiding Officer's decision on a Motion for a Continuance. The Commission encouraged the parties to schedule a conference with the Presiding Officer to resolve issues related to discovery. Commissioner Hirakawa moved. Commissioner Casson seconded the motion. The motion passed.

**Adjourn: The meeting adjourned 11:55 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/16/2011

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/16/2011



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Steven A. Jewell  
Commission Chair

2/16/11

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Date

**City of Seattle**  
**Civil Service Commission**  
**January 19, 2011**

**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:**

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

**PUBLIC COMMENT**

No one signed up to speak.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of December 15, 2010 Meeting Minutes:** Commissioner Hirakawa moved to approve the minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals:

**New Appeals:**

**Chan v. Parks-CSC No. 10-04-021:** The appeal will be delegated to the Office of the Hearing Examiner.

- **Woods v. Human Services Department-CSC No. 10-01-022:** The appeal will be assigned to a Civil Service Commission hearing officer.
- **Manion v. Personnel-CSC No. 11-04-001:** The Commission will determine whether appellant's appeal filed on January 4, 2011 is within the Commission's jurisdiction. Commissioner Hirakawa will be the Reviewing Officer.

- **Manion v. Personnel-CSC No. 11-07-002:** The appeal will be assigned to a Civil Service Commission Hearing Officer.

**Review:**

- **Tiura v. HSD-CSC No. 10-01-019:** The appeal was delegated to the Office of the Hearing Examiner (OHE). A Petition for Review was filed by the Respondent on January 10, 2011, for review of the Executive Director's determination regarding jurisdiction. The PFR stated the Order issued January 4, 2011 delegating to the OHE did not contain specific assertions of jurisdiction and no response to the department's request for a briefing schedule. The Petition for Review will be forwarded to the Office of the Hearing Examiner.

**DISCUSSION ITEMS**

3. **Status of Service Credit Legislation:** Commissioner Hirakawa briefed the Commission on the meeting he and the Executive Director attended with the Mayor's staff, regarding Service Credit Legislation. The Mayor's office issued a directive to the Personnel Department to proceed with drafting legislation by the end of first quarter. The Executive Director also reported that she and Commissioner Hirakawa met with Council Member Jean Godden, prior to the Mayor about the proposed legislation and Ms. Godden appeared to support of moving forward. Ms. Graham-Walton will meet with the Acting Personnel Director.
4. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for the start of the year.
5. **Old/New Business:** None

**Adjourn: The meeting adjourned at 10:20 a.m.**

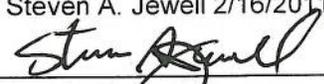
Respectfully Submitted:

/s/ Teresa R. Jacobs 2/16/2011

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/16/2011

  
\_\_\_\_\_  
Steven A. Jewell, Commission Chair

2/16/11  
Date

**City of Seattle**  
**Civil Service Commission**  
**February 16, 2011**

APPROVED MARCH 16, 2011

**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:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of January 19, 2011 Meeting Minutes:** Commissioner Casson moved to approve the minutes. Commissioner Hiramawa seconded the motion. The motion passed.

**Approval of January 31, 2011 Special Meeting Minutes:** Commissioner Hiramawa moved to approve the minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals:

**New Appeals:**

**Tuck v. City of Seattle-CSC No. 11-07-003:** Appellant filed an appeal alleging she was not enrolled into the pension system immediately upon rehire from "lay-off" status which was part of a settlement agreement for a CSC appeal. The Commission determined that it does not have jurisdiction over the issue and will issue a Dismissal Order.

**Lizunova v. FFD-CSC No. 11-04-004** Appellant filed an appeal alleging her position was abrogated based on her title and not based on her work or tasks performed. The Commission determined that it does not have jurisdiction over the issue and will issue an Order of Dismissal.

- **Manion v. Personnel-CSC No. 11-04-001:** The Commission will determine whether Appellant's appeal filed on January 4, 2011 is within its jurisdiction. Commissioner Hirakawa will be the Reviewing Officer.

**Review:**

- **Manion v. Personnel-CSC No. 11-07-002:** This issue was tabled until the March meeting for further review on the issue. (*Commission Chair Jewell recused himself from any action or discussion*).
- **Duncan v. SPU-CSC No. 10-04-018: Executive Session** The Commission went into Executive Session at 10:00 a.m. The Executive Session ended at 10:06 a.m. The Commission reviewed and affirmed (?) a decision issued by the Office of Hearing Examiner in the matter of Duncan v. SPU.

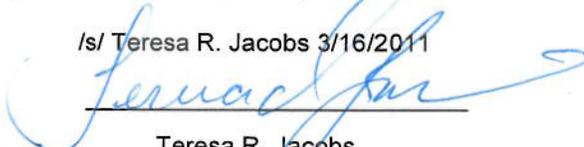
**DISCUSSION ITEMS**

3. **Status of Service Credit Legislation:** Commissioner Hirakawa briefed the Commission on the meeting he and the Executive Director attended with the Mayor's staff, regarding Service Credit Legislation. The Mayor's office issued a directive to the Personnel Department to proceed with drafting legislation by the end of first quarter. The Executive Director also reported that she and Commissioner Hirakawa met with Council Member Jean Godden, prior to the Mayor about the proposed legislation and Ms. Godden appeared to support moving forward.
4. **Executive Director's Summary of January 27, 2011 Meeting with David Bracilano, Director of Labor Relations:** The Executive Director gave an update to the Commission regarding her and Assistant City Attorney Gary Smith's meeting with David Bracilano regarding the proposed service credit legislation. She also shared that the meeting covered other issues that she was not prepared to address, thus she sent a response letter.
5. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for February.
6. **Old/New Business:** None

**Adjourn:** The meeting adjourned at 10:20 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 3/16/2011

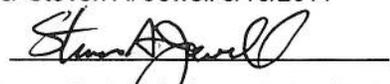


Teresa R. Jacobs  
Administrative Staff Assistant

3/16/11  
Date

Approved by:

/s/ Steven A. Jewell 3/16/2011



Steven A. Jewell, Commission Chair



**City of Seattle**  
**Civil Service Commission**  
**March 16, 2011**

**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:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of February 16, 2011 Meeting Minutes:** Commissioner Jewell made minor corrections to the minutes. Commissioner Hiramawa moved to approve the minutes as corrected. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals :

**New Appeals:**

- **Stoner v. Finance and Administrative Services-CSC No. 10-04-021:** Delegated to the Office of the Hearing Examiner.

**Update:**

- **Chan v. Seattle Parks & Recreation-CSC No. 10-104-021:** Appellant withdrew appeal.

**Review:**

- **Taylor v. City Light-CSC No. 10-07-005 Decision:** The Commission reviewed the February 11, 2011 decision of CSC Hearing Officer Christopher Mathews. Neither party filed a Petition

for Review. Commissioner Hirakawa was the Reviewing Officer and moved to affirm the decision. Commissioner Casson seconded the motion. Commission Chair Jewell abstained. The motion passed.

**Executive Session: The commission went into Executive Session at 9:35 a.m. The Executive Session ended at 10:05 a.m.**

**Manion v. Personnel-CSC No. 11-04-001:** The appellant filed an appeal regarding out of order lay off. The Commission reviewed the appeal and issue of whether the Personnel Director was authorized to delegate his duties under SMC or personnel rules. The Commission found that there were no violations and the delegation was properly done under SMC 4.04.030(10). Commissioner Hirakawa moved to dismiss the appeal for lack of jurisdiction. Commissioner Casson seconded the motion. Commission Chair Jewell abstained. The motion passed.

#### **DISCUSSION ITEMS**

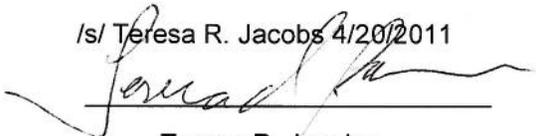
- 3. Service Credit Legislation-Update:** The Executive Director informed the Commission that she invited David Bracilano to attend the Commission meeting. Mr. Bracilano was unavailable to attend and notified Ms. Graham-Walton he was in talks with the Unions. Commissioner Hirakawa expressed that after meeting with the Mayor's office in December he felt that there was a direct order to have something by the end of the first quarter. Commissioner Hirakawa expressed that the Personnel Department should be held to what was directed and the Commission should move forward with legislation. Ms. Graham-Walton also suggested to the Commission that the CSC website have a link on its home page to the proposed legislation, in order to keep employees and others informed.
- 4. Commission Rule Review-1<sup>st</sup> Draft Revisions/Additions:** The Executive Director introduced recommended revisions to the Commission rules that have been pending over the past years-as there were no significant issues. The Commission will review the rules revisions that are mainly formatting.
- 5. Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of March.
- 6. Old/New Business:** None

**Other:** Ms. Graham-Walton updated the Commission on the Civil Service Training that was held on April 10 and stated that there would be additional training in the latter part of the year.

**Adjourn:** The meeting adjourned at 10:20 a.m.

Respectfully Submitted:

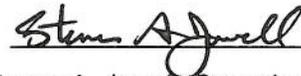
/s/ Teresa R. Jacobs 4/20/2011



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 4/20/2011



Steven A. Jewell, Commission Chair

4-20-2011

Date



**City of Seattle**  
**Civil Service Commission**  
**April 20, 2011**

**APPROVED MAY 18, 2011**

**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:**

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

**PUBLIC COMMENT**

Olayinka Ogunyemi addressed the Commission regarding her appeal.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of March 16, 2011 Meeting Minutes:** Commissioner Casson moved to approve the monthly minutes. Commissioner Hirakawa seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals :

**New Appeals:**

- **Bailey v. SPU-CSC No. 11-01-007:** The appellant is appealing whether termination was for just cause. The appeal has been assigned to CSC Hearing Officer Christopher Mathews.

**Executive Session:** The commission went into Executive Session at 10:40 a.m. The Executive Session ended at 11:05 a.m.

- **Chan v. Parks—CSC No. 11-04-008:** Order on Request to Reopen Appeal (OHE)

The Appellant filed an appeal alleging her position was cut to half-time, although there is a less senior employee in the same title at full time. The CSC delegated the appeal to the Office of the Hearing Examiner. The Appellant and department entered into a settlement agreement, and the Appellant withdrew her appeal. The OHE dismissed the appeal. The Appellant returned to the

CSC weeks later seeking to reopen her appeal. The Appellant alleged the department was not complying with the agreement. The Appellant also stated she did not know she could place her appeal in abeyance rather than withdrawing-until the issue was settled. The Appellant was referred to the OHE to consider reopening the appeal. The OHE denied the request. The Commission reviewed her request to reopen her appeal, and considered it as a Petition for Review. Commissioner Hirakawa moved that there were no grounds to re-open the appeal thus recommended to affirm the OHE's decision and deny the request. Commissioner Casson seconded the motion. The motion passed and the OHE's decision was affirmed.

**Review:**

- **Ogunyemi v. City Light—CSC No. 10-01-020-Decision (issued by OHE)**

The Commission reviewed the April 5, 2011 decision of the Office of the Hearing Examiner denying the appeal. Ms. Ogunyemi filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer and moved to affirm the OHE's decision. Commissioner Casson seconded the motion. Commission Chair Jewell abstained. The motion passed.

**DISCUSSION ITEMS**

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of April.
4. **Service Credit Legislation Update:**
  - **David Bracilano, Director Personnel Labor Relations:** Mr. Bracilano, Director of Personnel Labor Relations updated the Commission on the Service Credit Legislation and the impact it would have on Unions.
  - **Meetings with Workplace Equity & RSJI Groups:** The Executive Director updated the Commission on her presentation at the April Workplace Equity & RSJI Groups' meetings. Ms. Graham-Walton provided the group information on the CSC and current status of the proposed legislation.
  - **CSC In-Web & PAN – Postings:** Ms. Graham-Walton shared with the Commission the current posting of Proposed Legislation on the CSC website. The background and status of proposed legislation was added, as the Commission stated it would do following meetings in 2009 and 2010.

5. **Commission Rule Review-1<sup>st</sup> Draft Revisions/Additions:** The Executive Director introduced recommended revisions to the Commission rules that have been pending over the past years as there were no significant issues and the rules revisions are mainly formatting. The Commission will review at its May meeting.

6. **Personnel: Revisions to Personnel Rule (PR) 1.4-Internal Grievance Process:** Mr. Bracilano provided background as to why Personnel was proposing changes to the Internal Grievance Process. He suggested that changes to the rule would ensure consistency and streamline the investigative process. He pointed out that the change to 1.4 B 1 would give employees 20 days rather than 7 days to present a written request to their supervisor to begin the grievance process. The Executive Director commented that she reviewed the recommended changes that were of concern to the Commission. Changes to the rule imply that employees must use this process if demoted, suspended or terminated, which is inconsistent with PR 1.3, Progressive Discipline and the SMC. The Commission is concerned that Departments are not providing, information to employees regarding the Internal Grievance Process, after other personnel actions.

7. **Old/New Business:**

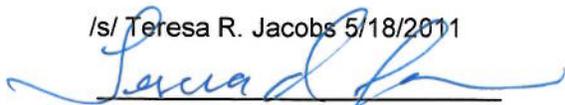
- **March 17, 2011 Memo from City Light (SCL) Re: Statute of Limitations Letter-** Jennifer Greenlee, City Light, Employee Relations Advisor provided the Commission with another letter reiterating SCL's position regarding Statute of Limitations for Written Reprimands. The Commission will address this issue further in the coming months.

**Other: Save the Date: 2011 Civil Service Conference: September 19-20—Central Washington University / Ellensburg, WA:** Ms. Graham-Walton informed the Commission the budget would allow Commissioners, as it has done in the past, to attend this annual 2011 conference. She also shared that it has moved to a closer location.

**Adjourn: The meeting adjourned at 11:10 a.m.**

Respectfully Submitted:

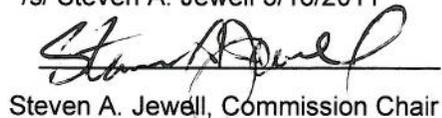
/s/ Teresa R. Jacobs 5/18/2011



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 5/18/2011



Steven A. Jewell, Commission Chair

5-18-2011

Date



**City of Seattle  
Civil Service Commission  
May 18 2011**

**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:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval April 20, 2011 Meeting Minutes:** Commissioner Hiramawa moved to approve the monthly minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- ❖ The Executive Director gave the Commission updates on current Civil Service Commission appeals :

**Review:**

- **Hemmelgarn v. Fleets and Facilities Department-CSC No. 10-01-004:** The Commission reviewed the May 2, 2011 decision of CSC Hearing Officer Diane Hess Taylor. Neither party filed a Petition for Review. Commission Chair Jewell was the Reviewing Officer and moved to affirm the decision. Commissioner Hiramawa seconded the motion. The motion passed.
- **Rivera v. Seattle Public Utilities-CSC No. 10-02-013:** The Commission reviewed the May 4, 2011 decision issued by Sue Tanner, Hearing Examiner. Neither party filed a Petition for Review. Commission Chair Jewell was the Reviewing Officer and moved to affirm the decision. Commissioner Hiramawa seconded the motion. The motion passed.

- **Executive Session: The Commission went into Executive Session at 9:35 a.m. The Executive Session ended at 10:15 a.m.**
  
- **Manion v. Personnel Department-CSC No. 11-07-002:** The Commission reviewed the May 2, 2011 decision of Gary N. McLean, Hearing Officer. The Respondent filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer. The Commission will hold the decision on the appeal pending further research on jurisdictional issues.
  
- **Tiura v. Human Services Department-CSC No. 10-01-019:** The Commission reviewed the April 26, 2011 decision issued by Sue Tanner, Hearing Examiner. The Appellant filed a Petition for Review. Human Services Department filed a response to the Petition for Review. The Commission agreed to hold the decision for review of the City's response.
  
- **Stoner v. Finance and Administrative Services-CSC No. 11-03-005:** The Commission reviewed the April 26, 2011 decision issued by Sue Tanner, Hearing Examiner. Neither party filed a Petition for Review. The Commission will hold the decision on the appeal pending further research on jurisdictional issues.

#### **DISCUSSION ITEMS**

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of May, and the Department was not asked to make any cuts.
  
4. **Commission Rule Review-1<sup>st</sup> Draft Revisions/Additions:** The Executive Director introduced recommended revisions to the Commission Rules that have been pending over the past years, as there were no significant issues, and the revisions are mainly formatting. Two new provisions would allow for electronic filing and a clause to address exhaustion of the City's internal grievance process. Commissioner Hirakawa moved to table the review of the rules, until a later meeting. Commissioner Casson seconded the motion. The motion passed.

**5. Old/New Business:**

**Pending:** The Executive Director notified the Commission of a new category on the agenda titled "Pending" The category will list issues that are still on the Commission's agenda and/or will be discussed at future meetings.

- **Service Credit Legislation Update:** The Executive Director and Commission Chair intend to schedule a meeting with the new Personnel Director, David Stewart to discuss the issue of Service Credit Legislation and other personnel related issues before the Commission.

**Other: PSCSC Letter to City Council:** The Commission Chair shared that he had received a second letter submitted by the Public Safety Civil Service Commission (after CSC responded to the initial letter) regarding combining the two Commissions and staff. The Chair informed the Commissioners that again the letter was submitted without prior contact or discussion with CSC. The Commission took no action.

**Adjourn: The meeting adjourned at 10:32 a.m.**

Respectfully Submitted:

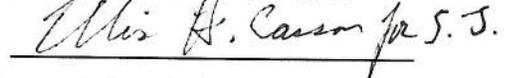
/s/ Teresa R. Jacobs 6/15/2011



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/15/2011



Steven A. Jewell, Commission Chair

6-15-11

Date



**City of Seattle**  
**Civil Service Commission**  
**June 15, 2011**

**Call to Order:** Acting Chair, Commissioner Ellis Casson, 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  
Sumeer Singla, Assistant City Attorney

**Not in Attendance:**

Commission Chair Steven Jewell

**PUBLIC COMMENT**

No one signed up to speak

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of May 18, 2011 Meeting Minutes:** Commissioner Hirakawa moved to approve the monthly minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- **Executive Session: The Commission went into Executive Session at 9:40 a.m. The Executive Session ended at 10:10 a.m.**

3. **Appeals-New, Review & Update:**

**Review**

- **Manion v. Personnel Department-CSC No. 11-07-002:** The Commissioners tabled until the July meeting for the return of Commission Chair Jewell.
- **Tiura v. Human Services Department-CSC No. 10-01-019:**  
The Commissioners tabled until the July meeting for the return of Commission Chair Jewell.
- **Stoner v. Finance and Administrative Services-CSC No. 11-03-005:**  
The Commissioners tabled until the July meeting for the return of Commission Chair Jewell.

**DISCUSSION ITEMS**

4. **Guest: New Director of Personnel Dave Stewart:** Dave Stewart was present to address the Commission on issues that are currently before the Commission. He has reviewed the Service Credit Draft Legislation and the issue regarding Internal Grievance process and assured the Commission, future meetings with the Executive Director would take place, and keeping a line of communication with CSC would ensue.
5. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of June.
6. **Commission Rule Review-1<sup>st</sup> Draft Revisions/Additions:** The Commissioners tabled the decision until the July meeting for the return of Commission Chair Jewell.
7. **Old/New Business/Update/Pending:** The Commission reviewed the documents that were updated regarding Service Credit and Appeal (intake) form. No action was taken.
- Service Credit Legislation-Timeline
  - CSC Forms Update-Internal Grievance Procedure.

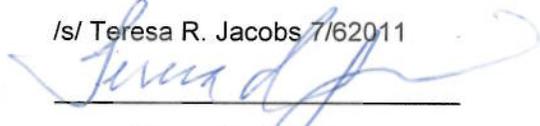
**Update:**

- **Forego the July or August Commission Meeting:** Commissioner Hirakawa stated he had a possible conflict in July and proposed to move the meeting to earlier in the month. He will check his schedule and notify staff regarding his availability. The Commission agreed to forego the August meeting.

**Adjourn: The meeting adjourned at 10:40 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 7/6/2011



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 7/6/2011



Steven A. Jewell, Commission Chair

7/6/2011  
Date



**City of Seattle**  
**Civil Service Commission**  
**September 21, 2011**

**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:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hirakawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Sumeer Singla, Assistant City Attorney

**Not in Attendance:**

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of July 6, 2011 Meeting Minutes:** Commissioner Casson moved to approve the monthly minutes. Commissioner Hirakawa seconded the motion. The motion passed.

**Approval of August 8, 2011 Special Meeting Minutes:** Commissioner Jewell moved to approve the monthly minutes. Commissioner Casson seconded the motion. The motion passed.

**Approval of September 14, 2011 Special Meeting Minutes:** Commissioner Hirakawa moved to approve the monthly minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

**New: Scherer v. FAS-CSC No. 11-01-014:** Assigned to CSC Hearing Officer Mathews.

**New: Adams v. HSD-CSC No. 11-01-015:** Assigned to CSC Hearing Officer Hess Taylor.

**New: Arnold v. HSD-CSC No. 11-01-017:** Assigned to CSC Hearing Officer McLean.

**Review: EXECUTIVE SESSION:** The Commission went into Executive Session at 9:40 a.m. to deliberate on the following appeal. The Executive Session ended at 10:00.

- **Manion v. Personnel-CSC No. 11-07-002:** The Commission reviewed the Modified Decision by CSC Hearing Officer Gary N. McLean. The Decision issued May 2, 2011, was remanded back to the Hearing Officer (by affirmation at the Commission's July 6, 2011 meeting) for clarification and modification on the issue of suspension. Commissioner Hirakawa was the Reviewing Officer and moved to affirm the Modified Decision and to remand for a determination of hours worked by appellant for remedy. Commissioner Casson seconded the motion. Commission Chair Jewell (who recused himself from the appeal) abstained. The motion passed.

### **DISCUSSION ITEMS**

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for September.

The Executive Director also reported that the three new appeals will likely deplete the remaining funds allotted in the budget to cover the salaries of the Hearing Officer's,

4. **Proposal to Combine Civil Service and Public Safety Civil Service Commissions/Update:** Chair Jewell shared that nothing was discussed at the September 14, Special Meeting of the Commission regarding the proposed combining of the Commissions. Several people were in attendance, however there was nothing to discuss and no decisions to make. Commissioner Hirakawa reported he met with Budget staff with questions regarding the proposal and thinks the Commission should look at operational issues and not just budgetary issues.

5. **Property Rights/Reduction from 1 FTE to ½ Time in Lieu of Layoff:** The Executive Director reported an uptick in calls from employees unable to exercise their bumping rights because instead of being laid off, their hours, and not those of less senior workers are being reduced. The Commission will stay informed on the issue.

6. **Old/New Business:**

**2009-2010 Annual Report/Status:** Staff is finalizing the report and a draft will be presented to

the Commission for review.

**Service Credit Status/Update:** There is no new information from the Personnel Director regarding Service Credit Legislation moving forward. The Chair recommends the Commission move forward with its proposed Legislation.

**Proposed Changes to Personnel Rule Chapter 1, including 1.4-Employee**

**Grievance Procedure:** The Commission reviewed the draft presented by Personnel. The Commission as well as some City departments have concerns about the revisions.

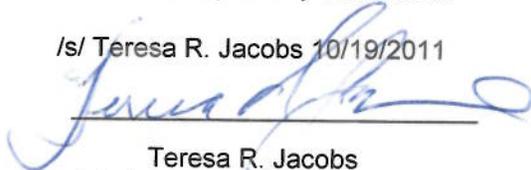
**CSC Pro Tem Salary Review:** The Salary Review was completed and a new salary schedule was approved for the Hearing Examiner, Pro-tem position. The Commission will review current resumes and decide on salary adjustments for the CSC Hearing Officers.

**Notice of Elections and Call for Candidates: Employee Elected Members of Civil Service (and Public Safety Civil Service) Commission:** The City Clerk's office will be overseeing the Elections for Employee Elected Members of the Civil Service and Public Safety Civil Service Commissions.

**Adjourn:** The meeting adjourned at 10:30 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 10/19/2011



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 10/19/2011



Steven A. Jewell, Commission Chair

10-19-11

Date



**City of Seattle**  
**Civil Service Commission**  
**October 19, 2011**

**Call to Order:** Acting Commission Chair Ellis Casson 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  
Sumeer Singla, Assistant City Attorney

**Not in Attendance:**

Commission Chair Steven Jewell

**PUBLIC COMMENT**

- Kim Tran, City Light Human Resources addressed the Commission regarding written and verbal reprimands.
- Linda Taylor-Manning, City Budget Analyst was present to answer questions regarding the proposed combining of the CSC and PSCSC and budget impact.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of September 21, 2011 Meeting Minutes:** Commissioner Hirakawa moved to amend the minutes due to minor edits. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

- **Arnold v. HSD-CSC No. 11-01-017/Adams v. HSD-CSC No. 11-01-015- Joint Motion to Consolidate:** The Commission reviewed the Joint Motion to consolidate the two appeals which are similar in nature of issue. Assistant City Attorney Erin Overbey, who was present, and who is representing the department, stated there was no objection to consolidating and requested that the appeal be delegated to the Office of the Hearing Examiner. Commissioner Hirakawa moved

to consolidate and delegate to the OHE. Commissioner Casson seconded the motion. The motion passed.

**Review: EXECUTIVE SESSION: The Commission went into Executive Session at 9:50a.m. to deliberate on the following appeal. The Executive Session ended at 10:10.**

- **Manion v. Personnel-CSC No. 11-07-002:** The Commission reviewed the draft Order for Remedy. Commissioner Hirakawa moved to accept the Order as written and issue to the parties. Commissioner Casson seconded the motion. The motion passed.

### **DISCUSSION ITEMS**

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for October.

4. **Proposal to Combine Civil Service and Public Safety Civil Service Commissions/Update:** Commissioner Hirakawa reported he met with Budget staff and with Council member Godden, and attended the Public Safety Civil Service Commission September monthly meeting. He shared his concerns at the meetings, as an individual Civil Service Commissioner, not speaking on behalf of the Commission, because the Commission had not formally taken a position on the issue. Commissioner Hirakawa moved for the Commission to take the position of opposition to combine Commissions, Commissioner Casson seconded the motion. The motion passed. Commissioner Hirakawa intends to meet with additional Council members.

5. **CSC Pro Tem Salary Review:** The Salary Review was completed and a new salary schedule was approved for the Hearing Examiner, Pro-tem position. The Commission tabled the issue until all Commissioners are able to review current resumes and decide on salary adjustments for the CSC Hearing Officers.

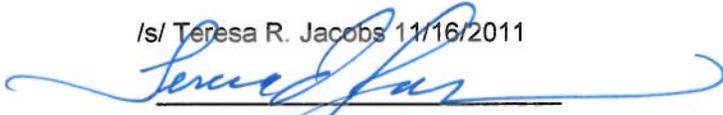
#### **6. Old/New Business:**

- **Letter to Council President Conlin:** Issue *tabled* and a Special Meeting will be scheduled.

**Adjourn: The meeting adjourned at 10:31 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 11/16/2011



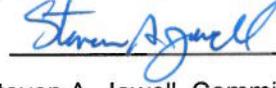
Teresa R. Jacobs  
Administrative Staff Assistant

11/16/11

Date

Approved by:

/s/ Steven A. Jewell 11/16/2011



Steven A. Jewell, Commission Chair



**City of Seattle**  
**Civil Service Commission**  
**October 25, , 2011**

**Call to Order:** Commission Chair Steven Jewell, called the Special 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:**

Commission Chair Steven Jewell  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant

**Attending by Phone:**

Commissioner Ellis H. Casson

**Not in Attendance:**

Gary Smith, Assistant City Attorney  
Sumeer Singla, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak

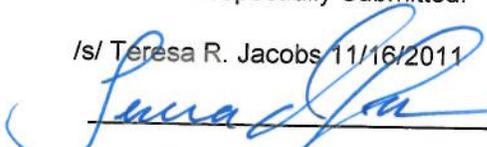
**ACTION ITEMS**

1. **Budget Issue:** The commission reviewed the draft letter to be sent to Council President Conlin regarding the proposed reorganization of the CSC and PSCSC. Commission Chair Jewell moved to submit the letter to Council President Conlin, opposing the proposed reorganization. Commissioner Casson seconded the motion. The motion passed.

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

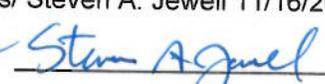
Respectfully Submitted:

/s/ Teresa R. Jacobs 11/16/2011

  
\_\_\_\_\_  
Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 11/16/2011

  
\_\_\_\_\_  
Steven A. Jewell, Commission Chair

11/16/11  
Date



**City of Seattle**  
**Civil Service Commission**  
**November 16, 2011**

**Call to Order:** Commission Chair 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:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**Not In Attendance:**

Sumeer Singla, Assistant City Attorney

**PUBLIC COMMENT**

- Mitchell Riese, Attorney with Judith Lonquist and representing parties Arnold/Adams in an appeal versus Human Services Department. Mr. Riese withdrew the motion filed by the appellants.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of October 19, 2011 Meeting Minutes:** Commissioner Casson moved to accept the minutes. Commissioner Hiramawa seconded the motion with amendments to item #4. The motion passed.

**Approval of October 25, 2011 Special Meeting Minutes:** Commissioner Hiramawa moved to accept the minutes. Commissioner Casson seconded the motion. The motion passed.

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

The Commission reviewed the monthly case status report.

**EXECUTIVE SESSION: The Commission went into Executive Session at 9:40a.m. to deliberate on the following appeal. The Executive Session ended at 10:10 a.m.**

- **Manion v. Personnel-CSC No. 11-07-002:** The Commission reviewed the Respondent's Writ of Review filed with the King County Superior Court.

- **Arnold v. HSD-CSC No. 11-01-017/Adams v. HSD-CSC No. 11-01-015- Motion to Appoint a Civil Service Commissioner:** The motion was withdrawn by the appellant's.

**The following items were taken out of order:**

5. **2011 Merit Leave Awards:** Commission Chair Jewell proposed to award the Executive Director 5 days of Merit Leave. Commissioner Casson moved to accept the proposal. Commissioner Hirakawa seconded the motion. The motion passed.
6. **CSC Pro Tem Salary Review:** The Commission agreed to change the hourly pro tem salaries to \$75 per hour. The Commission will look at possibly hiring 1 or 2 new CSC Hearing Officers.

**DISCUSSION ITEMS**

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for November.
4. **Proposal to Combine Civil Service and Public Safety Civil Service Commissions/Update:** Commissioner Hirakawa gave an update on his meetings with City Council Members, and future meetings that are scheduled with Council Members.

**Old/New Business:**

- **December Commission Meeting:** The December Commission meeting will be scheduled for December 14 to accommodate Commissioner schedules.

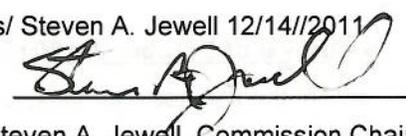
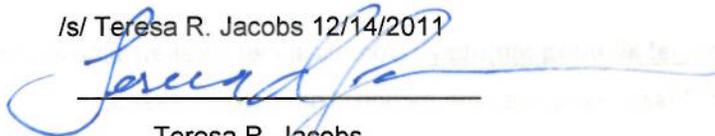
**Adjourn: The meeting adjourned at 10:25 a.m.**

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs 12/14/2011

/s/ Steven A. Jewell 12/14/2011



Teresa R. Jacobs  
Administrative Staff Assistant

Steven A. Jewell, Commission Chair

12/14/11  
Date