

City of Seattle
Civil Service Commission
December 14, 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

PUBLIC COMMENT

- Thomas Fawthrop (SPU) addressed the Commission regarding issues related to the loss of service credit for non-represented employees and requested the Commission address the issue on the agenda at the beginning of the meeting. Mr. Fawthrop requested the Commission consider making it part of the 2012 work plan and post updates and legislation on the Commission website and identify other ways to inform employees of the Commission's activities. Commissioner Casson moved to post legislation on the website and find additional methods for informing employees of activities. Commissioner Hiramawa seconded the motion. The motion passed. Mr. Fawthrop thanked the Commission for its work, being fair, just and balanced.
- Jeff Neuner (SPU) addressed the Commission regarding Span of Control and its impact on employee's service credit. Supervisors with a limited number of direct reports are being moved into other positions, thus risking service credit carryover and loss of bumping rights. The Executive Director will continue to track the number of employees who set up appointments to speak about the issue, and will continue to keep the Commission updated on the issue.

Kim Tran (SCL) addressed the Commission via memo on proposed Personnel Rule 1.1 changes. The Commission will read the memo and take it under advisement.

ACTION ITEMS

1. **Approval of Minutes:**

Approval of November 16, 2011 Meeting Minutes: Commissioner Hirakawa moved to accept the minutes with amendments. 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.

Manion v. Personnel: The Commission Attorney Gary Smith updated the Commission on the status of the Manion v. Personnel Petition for Review.

EXECUTIVE SESSION: The Commission went into Executive Session at 11:00 a.m. to discuss personnel matters. The Executive Session ended at 11:20 a.m.

3. **Civil Service and Public Safety Civil Service Commissions Staffing:** The Commission discussed the staffing of the newly created Civil Service Commissions' Executive Director position. The effective date of the abrogation on the CSC and PSCSC Ed positions is January 3, 2012. Commissioner Hirakawa moved to have the current CSC Executive Director (ED) as the interim ED at .8 and the Public Safety Civil Service Commission (PSCSC) Executive Director work a .2. until the position is filled. Commissioner Casson seconded the motion. The motion passed. The Commission will hold a telephonic meeting in the next week and invite PSCSC Commissioners to provide input. Commissioner Casson moved to have Commissioner Jewell continue as "Chair" relevant to the staffing transition through January 2012. Commissioner Hirakawa seconded. The motion passed.

- Pam Inch, Manager of City Personnel Employment Services was present and gave the Commission information on the recruitment and selection process.

4. **Executive Director 2011 Market Adjustment/COLA/Annual Review-Executive Session:** This issue was not addressed. No action was taken, as the position was abrogated.

5. **Nomination and Vote for 2012 Commission Chair:** Commission Chair Jewell nominated Commissioner Hirakawa to serve as the 2012 Commission Chair. Commissioner Casson seconded the motion. The motion passed.

City of Seattle
Civil Service Commission
SPECIAL MEETING
December 22, 2011

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

PUBLIC COMMENT

- Thomas Fawthrop (SPU) addressed the Commission regarding "span of control" and Service Credit.
- Patsy Taylor addressed the Commission regarding the CSC's Executive Director position description and the omission of education requirements.

ACTION ITEMS

1. **Civil Service and Public Safety Civil Service Commissions Interim Staffing:** The Commission discussed the staffing of the newly created Civil Service Commissions' Executive Director position after January 3, 2012 when the current position goes vacant. The position is a .1 FTE. The Commission discussed the PSCSC's recommendation to temporary staff the position with a .5 CSC Executive Director and .5 PSCSC Executive Director. A .6 vacancy (Administrative Staff Assistant) position for PSCSC has not yet been filled and is available as extra compensation for additional interim staff hours. Commissioner Jewell moved to support the staffing of Interim Executive Director (ED) with .5/.5 split and making up the 1.0 with a .6 still available for funding additional compensation if needed. Commissioner Hirakawa seconded the motion. The motion passed.

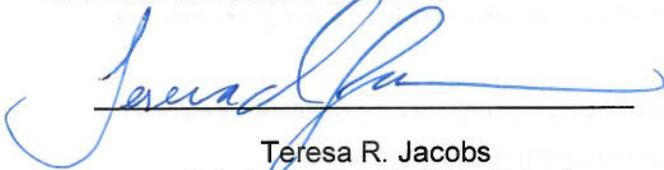
DISCUSSION ITEMS

2. **Old/New Business/Update/Pending:** The Commission discussed the omission of the educational requirements in the ED job posting. The CSC did not approve or come to an agreement with the PSCSC on the posting before being advertised. Commissioner Casson questioned why the qualifications were not left as they originally were posted when the position was filled in 2003, and if it is a competitive process, why would the candidates not be required to at least meet the educational qualifications of the incumbent?

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

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2012



Teresa R. Jacobs
Administrative Staff Assistant

Approved By:

/s/ Gregg H. Hiramawa, 2/15/2012



Gregg H. Hiramawa
Commission Chair

Date: 2-15-12

City of Seattle
Civil Service Commission SPECIAL MEETING
January 12, 2012

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

PUBLIC COMMENT

- Thomas Fawthrop, Vickie Kobayashi, Ed Mirabella, Trisha Erickson and Neil Thibert of SPU addressed the Commission regarding "span of control" and Service Credit.

ACTION ITEMS

1. **Pam Inch, Manager, Employment Services Re: Process and Logistics for Executive Director Search:** Pam gave the Commission a briefing on the joint interview process with PSCSC scheduled for January 20.
2. **Civil Service Commissions Interim Staffing and Executive Director Search Resume Review- EXECUTIVE SESSION:** The Commission went into Executive Session at 10:20 a.m. to review resumes. The Executive Session ended at 11:02 a.m.

DISCUSSION ITEMS

3. **Old/New Business/Update/Pending:** No discussion.

Respectfully Submitted By:
/s/ Teresa R. Jacobs 2/15/2012



Teresa R. Jacobs
Administrative Staff Assistant

Approved By:
/s/ Gregg H. Hirakawa, 2/15/2012



Gregg H. Hirakawa
Commission Chair

Date: 2-15-12

City of Seattle
Civil Service Commission & Public Safety Civil Service Commission
JOINT MEETING
January 20, 2012

In Attendance:

Civil Service Commission

Commission Chair Gregg Hirakawa
Commissioner Ellis H. Casson
Commissioner Steven Jewell
Gary Smith, Assistant City Attorney

Public Safety Civil Service Commission

Commission Chair Terry Carroll
Commissioner Joel Nark
Commissioner Christian Halliburton
Jeffrey Slayton, Assistant City Attorney

Personnel Department

Pam Inch, Employment Services

Call to Order:

At 9:40 a.m. the joint session convened to discuss the process to select a director for the new department that staffs both commissions. Present were Commissioners Steve Jewell and Greg Hirakawa, Commissioner Ellis Casson participated via teleconference.

Gary Smith, Assistant City Attorney, discussed the applicable provisions of the Open Public Meetings Act. He also advised that two members of each commission must approve the final hiring decision.

Pam Inch, Personnel department, explained the interview process and distributed interview questions to the commissioners.

The commissioners decided that each commissioner physically present would ask the prepared questions of the candidates and follow-up questions would be presented at the close of each interview.

Executive Session:

At 9:55 a.m. the joint commissions went into executive session to interview the candidates for the executive director of the new department and to consider their qualifications.

Return to the Record:

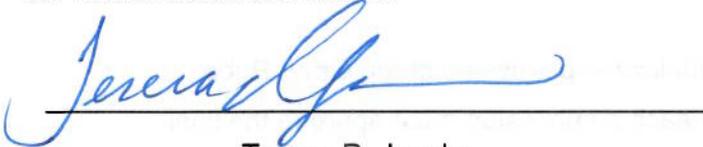
At 4:35 p.m. the commissioners came out of executive session. Commissioner Joel Nark moved that Jennifer Greenlee be appointed and that motion was seconded by Steven Jewell. Each commission voted unanimously to approve the motion. At 4:38 p.m. the commissioners went into executive session to discuss with legal counsel legal risks concerning the appointment of a new executive director and the termination of the temporary holdover former directors of the two commissions. At 5:00 the commissioners came out of executive session. Commissioner Jewell made a motion to adjourn seconded by Commissioner Nark. The motion was approved unanimously.

Adjourn:

All other business before the Commission having been considered, the meeting was adjourned at 5:02 p.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2012



Teresa R. Jacobs
Administrative Staff Assistant

Approved By:

/s/ Gregg H. Hirakawa, 2/15/2012



Gregg H. Hirakawa
Commission Chair

Date: 2-15-12

DISCUSSION ITEMS

6. Monthly Summit (Budget) Report: The Executive Director reported the budget is on track.

7. Old/New Business/Update/Pending:

Legal Opinion: Executive Session: Response to the CSC's questions regarding possible violations of the Open Public Meetings Act by PSCSC. The Commission reviewed the document.

New: 2012 Commission Meeting Dates: The Commission agreed to continue to hold meetings the third Wednesday of each month. Commissioner Hiramawa stated his schedule may not accommodate the third Wednesday. He will notify the Commission if a change of dates will need to occur.

Update: Results of Employee Elections/ Civil Service Commission: Commissioner Jewell was reelected.

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

Respectfully Submitted By:

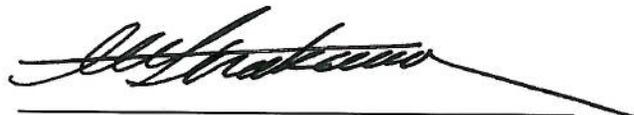
/s/ Teresa R. Jacobs 2/15/2012



Teresa R. Jacobs
Administrative Staff Assistant

Approved By:

/s/ Gregg H. Hiramawa, 2/15/2012



Gregg H. Hiramawa
Commission Chair

Date: 2-15-12

City of Seattle
Civil Service Commission
February 15, 2012

Call to Order: Commission Chair Hiramawa 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 Gregg Hiramawa
Commissioner Ellis H. Casson
Commissioner Steven Jewell
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

PUBLIC COMMENT

- Thomas Fawthrop (SPU) was present to receive feedback from the Commission on the letter he submitted in December, 2011. Commissioner Jewell gave an update that Service Credit legislation was submitted, by the Personnel Department, to the Government Performance Finance Committee of the City Council for review. Commissioner Jewell also informed those present, that the legislation would be posted on the Commissions website.
- The Commission welcomed Jennifer Greenlee, the newly appointed Executive Director for the Civil Service Commission.

ACTION ITEMS

1. Approval of Meeting Minutes:

Approval of December 14, 2011 Meeting Minutes: Commissioner Jewell moved to accept the minutes with amendments. Commissioner Casson seconded the motion. The motion passed.

Approval of December 22, 2011 Special Meeting Minutes: Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion. The motion passed.

Approval of January 12, 2012, Special Meeting Minutes: Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion with an amendment to the misspelling of his name. The motion passed.

Approval of January 20, 2012, Special Meeting Minutes: Commissioner Jewell moved to

accept the minutes. Commissioner Casson seconded the motion. The motion passed.

2. **Monthly Summit Budget Report-Michael Katz, CBO:**

Michael Katz, Budget Analyst with the City's Budget Office, was present to go over the budget impact of the reorganization of the Civil Service and Public Safety Civil Service Commissions. The former Executive Directors of the Commissions would be receiving their combined payouts which would impact the Commissions combined budget. Mr. Katz stated cost savings options such as postponing the hiring of the half-time Administrative Staff Assistant until August of 2012 or staff furloughs. The Executive Director will provide a budget report in April after the budget is loaded.

Executive Session: The Commission went into executive session at 10:02 am. To discuss personnel matters and salary consideration. The executive session ended at 10:38 am.

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

The Commission reviewed the following appeal decisions:

- **Rantz v. FAS-CSC No. 11-01-020:** The Commission reviewed the Order on City's Motion to Dismiss issued on December 19, 2011 by CSC Hearing Officer Diane Hess Taylor. Neither party filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Officer. Commissioner Jewell recused himself. Commissioner Casson seconded. The motion passed.
- **Scherer v. FAS-CSC No. 11-01-014:** The Commission reviewed the Findings of Fact, Conclusions of Law, and Decision issued on December 6, 2011 by CSC Hearing Officer Christopher Mathews. Neither party filed a Petition for Review. Commissioner Jewell was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Officer. Commissioner Casson seconded. The motion passed.

DISCUSSION ITEMS

4. **Old/New Business/Update/Pending:**

- **Review Service Credit Legislation Documents:** This item was taken out of order, please see *Public Comment*

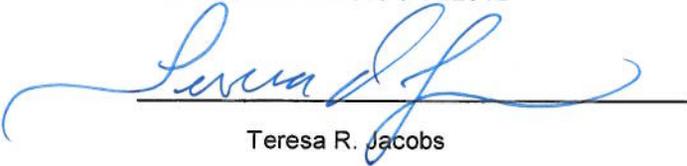
- **Review Civil Service Commission Webpage:** The Commission reviewed the new webpage for Civil Service Commissions and the updated page for the Civil Service Commission.

Adjourn: The meeting adjourned at 10:45 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/17/2012

/s/ Ellis H. Casson 3/17/2012



Teresa R. Jacobs
Administrative Staff Assistant

Ellis H. Casson
Commissioner

3-21-12
Date

City of Seattle
Civil Service Commission
March 21, 2012

Call to Order: Commission Chair 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:

Commission Chair Ellis H. Casson
Commissioner Steven Jewell
Commissioner Eric de los Santos
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

PUBLIC COMMENT

- Gary Maehara, Interim Talent Director for City Light addressed the Commission regarding proposed rules changes to Chapter 4, Transfer Exceptions/Reinstatement after Lay-off. Mr. Maehara informed the Commission City Light has made its recommendation to Personnel that the exception should be that an employee serve a 1 year trial service period upon reinstatement after layoff. The Commission thanked Mr. Maehara for his comments.

ACTION ITEMS

1. **Welcome New Commissioner Eric de los Santos, Mayoral Appointee:**
The Commission welcomed Eric de los Santos, the Mayoral appointed Commissioner for the Civil Service Commission. Mr. de los Santos will serve on the Commission for a three year term.
2. **Nomination and Vote for 2012 Commission Chair:** Commissioner Jewell nominated Commissioner Ellis Casson to serve as the 2012 Commission Chair. Commissioner de los Santos seconded the motion. The motion passed.
3. **Approval of Meeting Minutes:**
Approval of February 15, 2012 Meeting Minutes: Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion. Commissioner de los Santos abstained. The motion passed.
4. **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 9:43 a.m. to review and discuss an appeal decision. The executive session ended at 9:50 a.m.

5. **Reed v. Parks-CSC No. 11-01-016:** The Commission reviewed the Findings and Decision issued on February 7, 2012 by Hearing Examiner Sue Tanner. Neither party filed a Petition for Review. Commissioner Jewell was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Examiner. Commissioner Casson seconded. The motion passed.
6. **Monthly Summit Budget Report:**

The Executive Director reported to the Commission that a new Low Org Number has been created; however, the Budget is still split between CSC and PSCSC in Summit, but will be loaded and combined into the new low org.

DISCUSSION ITEMS

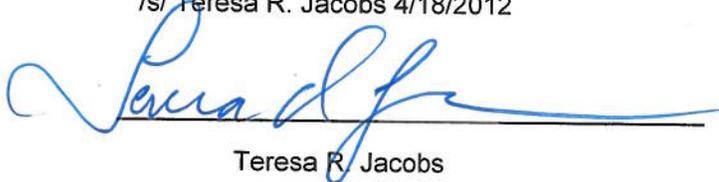
7. Old/New Business/Update/Pending:

- **Proposed Changes to Personnel Rule 1.4-Employee Grievance: Rule 4, General Employment Provisions and Amending SMC Chapter 4.08 & 4.13:** The Commission reviewed the proposed changes to the Personnel Rules. Commissioner Jewell updated the Commission that rule 1.4-Employee Grievance has been sent out to the Unions for review. The Commission will review Rules 4.1 and 5 and provide input to the Executive Director if necessary.
- **Approval of Commission Rules Revisions:** The Commission agreed to go over the minutes in sections during a meeting prior to approving.
- **Manion v. Personnel-Writ of Review:** Gary Smith, Counsel for the Commission, gave an update on the Manion appeal that is currently in Superior Court. Mr. Smith also stated there may be a need for a special meeting to go over the briefing issue.
- **Review 2009-2010 Annual Report:** The Commission reviewed the 2009-2010 Annual Report prepared by staff. Commissioner Jewell moved to accept the Annual Report. Commissioner Casson seconded the motion. The motion passed.
- **Pro Se Appellant's:** Commissioner Jewell gave an update on the issue of appellant's non-representation by an attorney when the City department has a City Attorney. The Executive Director suggested the use of law students, various legal resources, or written guidance on the process. The Executive Director will prepare and submit information on the process.

Adjourn: The meeting adjourned at 10:20 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/18/2012



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Ellis H. Casson 4/18/2012



Ellis H. Casson
Commission Chair

4-18-12

Date

**City of Seattle
Civil Service Commission
April 18, 2012**

Call to Order: Commission Chair 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 98104.

In Attendance:

Commission Chair Ellis H. Casson

Commissioner Steven Jewell

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

No one signed up to speak

Discussion Item-Taken out of Order

- **Introduction of Pro-Tem Hearing Officers:** Ms. Greenlee introduced the three CSC Hearing Officers, Pro Tem Gary McLean, Diane Hess Taylor and Christopher Mathews, who were in attendance. The Commission welcomed the Hearing Officers and asked each one to give an overview of their outside practice and work with the Commission.

ACTION ITEMS

1. **Approval of March 21, 2012 Meeting Minutes:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. The motion passed.
2. **Monthly Case Status Report & Appeals Update:** The Commission reviewed the monthly case status report.

Update

Ms. Greenlee updated the Commission on the Appeals of: **Manion v. Personnel; Arnold & Adams v. HSD; and McClure v. SCL**

Executive Session: The Commission went into executive session at 10:18 a.m. to review and discuss an issue of an appeal/Writ of Review. The executive session ended at 10:30 a.m.

3. **Monthly Summit Budget Report:**

Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the cost savings of hiring a paid intern versus a .6 Administrative Assistant. Ms. Greenlee also notified the Commission that she will conduct interviews the week of April 23rd for the summer intern and she will also submit a Budget Issue Paper (BIP) regarding the .6 Administrative Assistant position.

DISCUSSION ITEMS

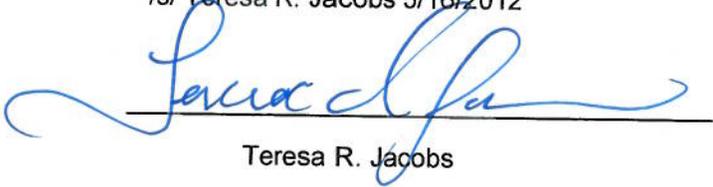
4. **Old/New Business/Update/Pending:**

- **Commissioner Ethics-Wayne Barnett, Executive Director, SEEC:** Wayne Barnett, Seattle Ethics and Elections Executive Director gave the Commission an overview on the Code of Ethics for City employees and volunteers that serve on City Boards and Commissions.
- **Meeting Dates to Review Commission Rules Revisions:** The Commission agreed to have Commissioner Jewell review the Rules revisions with Ms. Greenlee and provide recommendations to the Commission on the proposed revisions.
- **Proposed Joint Meeting of the Commissions:** Ms. Greenlee proposed a joint meeting of the Public Safety and Civil Service Commissions to occur in June and again in November when the Executive Director's Merit Leave and Performance Evaluation is due jointly by the Commissions for submission by January. The Commission agreed to a joint meeting. Ms. Greenlee will coordinate with the PSCSC at its April meeting, for a day in June.
- **Pro Se Appellants:** Ms. Greenlee gave the Commission an update regarding her email correspondence with the UW Law Clinic. The law clinic followed up and stated the school scheduling may not coincide with the duration of appeals. Commissioner de los Santos will take the lead on the Pro Se issue and gather background information to develop possible resources for pro se appellants.

Adjourn: The meeting adjourned at 10:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/16/2012



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Ellis H. Casson 5/16/2012



Ellis H. Casson
Commission Chair

May 16, 2012

Date

City of Seattle
Civil Service Commission
May 16, 2012

Call to Order: Commission Chair 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 98104.

In Attendance:

Commission Chair Ellis H. Casson
Commissioner Steven Jewell
Commissioner Eric de los Santos
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant

Not in Attendance:

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

No one signed up to speak

ACTION ITEMS

1. **Approval of April 18, 2012 Meeting Minutes:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. The motion passed.
2. **Monthly Case Status Report & Appeals Update:** The Commission reviewed the monthly case status report.
3. Executive Directors Report:
 - **Monthly Summit Budget Report:**
Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month of May, and indicated that cost savings have come from not hiring the additional admin.
 - **Civil Service Conference-September 2012:** The Executive Director informed the Commission that there are limited travel funds for all Commissioners to attend the Civil Service Conference in Wenatchee. Ms. Greenlee indicated she would attend and give a report to the Commission.

- **Intern:** Ms. Greenlee distributed the resume of the college intern who will begin mid-June and remain with the Commission until October. The Commissioners will meet the intern at its joint meeting on June 18.

DISCUSSION ITEMS

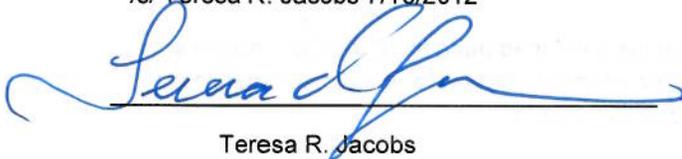
4. Old/New Business/Update/Pending:

- **Proposed Joint Meeting of the Commissions:** The joint meeting of the Public Safety and Civil Service Commissions is scheduled for June 18.
- **Civil Service Commission Rules:** Commissioner Jewell and the Executive Director reviewed the rules and will present suggestions at a meeting when Assistant City Attorney and commission counsel Gary Smith, is present.
- **Limited Agendas:** Commission Chair Casson suggested when there are limited agenda items, the chair would preside via telephone.
- **Legislation:** Commissioner Jewell informed the Commission he spoke with an SPU employee informally regarding the Service Credit legislation which is currently with the City Council in committee. Commissioner Jewell suggested to the employee to continue to check the committees' agendas for the issue.

Adjourn: The meeting adjourned at 9:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/18/2012



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Ellis H. Casson 7/18/2012



Ellis H. Casson
Commission Chair

7-18-12

Date

City of Seattle
Combined Special Meeting of
Public Safety and Civil Service Commissions
June 18, 2012

Call to Order: Commission Chairs Casson and Carroll called the Special Joint meeting of Civil Service Commission and Public Safety Civil Service Commission to order at 10:00 a.m. The meeting was in Suite 1660 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Ellis H. Casson (CSC)
Commission Chair Terry Carroll (PSCSC)
Commissioner Christian Halliburton (PSCSC)
Commissioner Eric de los Santos (CSC)
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

Not in Attendance:

Commissioner Joel Nark (PSCSC)
Commissioner Steven Jewell (CSC)
Gary Smith, Assistant City Attorney

PUBLIC COMMENT

No one signed up to speak

Call to Order and Introductions: PSCSC Chair Terry Carroll opened the meeting with introductions to commissioners and staff. CSC Chair Casson thanked the commissioners for their participation, and the opportunity for the Commissions to come together for a joint meeting.

1. **Executive Directors Report:** Ms. Greenlee welcomed the Commissioners and notified them this would be the first of two joint meetings for the year. The next meeting would be planned for November.
 - **Intern Welcome:** The Commissioners and staff welcomed college intern, Kristen Gelino. Kristen will be with the Commission through October.
 - **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month of June.
 - **Former Employees/Commissioner Recognition:** Ms. Greenlee requested respective Commissions decide on whether a letter or resolution/proclamation will be sent to the former Executive Directors and CSC Commissioner along with tokens of thank you.

- **Civil Service Conference:** Ms. Greenlee provided the Commission with costs for attending the Civil Service Conference in Wenatchee. Ms. Greenlee stated there are not enough funds in the budget, for all Commissioners to attend. The Commissioners agreed it would be appropriate for the Executive Director to attend and any Commissioner who has not attended. Commissioner de los Santos would look at his availability to attend.
 - **Appeals Update:** The Commissioners reviewed their respective Case Status Reports. Ms. Greenlee updated the commissions regarding current appeals.
 - **PSCSC-Schmidt v. SPD-Appeal** is scheduled for oral argument.
 - **CSC-Hamamoto v. SPU-Appeal** is scheduled for the 1st Prehearing Conference
 - **CSC-Manion-Writ of Review**-The CSC will discuss at its July 18 meeting.
2. **Executive Session:** The Commission went into Executive Session at 10:25 to discuss personnel matters. The Executive Session ended at 10:45 and no action was taken.
3. **Old/New Business/Update/Pending:**
 Pam Inch with Personnel Employment Services requested Veteran's Preference for Promotional Exams added to the July PSCSC meeting agenda. in the event there is not an August PSCSC meeting.

Adjourn: All other business before the Commission having been considered, the meeting was adjourned at 10:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/18/2012



Teresa R. Jacobs
 Administrative Staff Assistant

/s/ Ellis H. Casson 7/18/2012



Ellis H. Casson
 Commission Chair

7-18-12

Date

**City of Seattle
Civil Service Commission
July 18, 2012**

APPROVED SEPTEMBER 12, 2012

Call to Order: Commission Chair 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 98104.

In Attendance:

Commission Chair Ellis H. Casson
Commissioner Steven Jewell
Commissioner Eric de los Santos
Jennifer A. Greenlee, 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 Meeting Minutes:

- **May 16, 2012:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.
- **June 18, 2012 (Joint Meeting):** Commissioner de los Santos moved to accept the minutes. Commissioner Jewell seconded 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.

- **New:** An appeal in the matter of Jones v. Parks-CSC #12-01-005 was filed with the commission. The appeal has been delegated to the Office of the Hearing Examiner.
- **Update: Manion-Order Vacating the Modified Order of the Commission:** Commission counsel Gary Smith updated the Commission on the Writ of Review that was filed at King County Superior Court in the matter of Ken Manion, Jr. v. Personnel. Gary Smith stated the Assistant City Attorney filed a brief on behalf of the Commission and appeared before the judge on the matter. The appellant did not appear nor did a representative on his behalf. The Judge vacated the order. The Commission took no further action and a dismissal order will be issued closing the appeal.

3. **Executive Directors Report:**

- **Monthly Summit Budget Report:**
Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month of July.
- **Proposed Dates for November Joint Meeting of the Commissions:** Ms. Greenlee proposed dates to hold a joint meeting of the PSCSC and CSC for coordination of the Executive Director's evaluation and Merit Leave. The CSC agreed that given the length of time Ms. Greenlee has been with the Commissions, that it may be best to propose to the PSCSC that the Commissions postpone doing the evaluation until 2013. However, the Merit Leave would be determined in November.
- **Former Commissioner and Executive Director Recognition:** Ms. Greenlee presented to the Commission the resolutions for the former Commissioner and Executive Director to be sent along with a gift for their years of service with the Commission. The Commissioners signed the resolutions.

DISCUSSION ITEMS

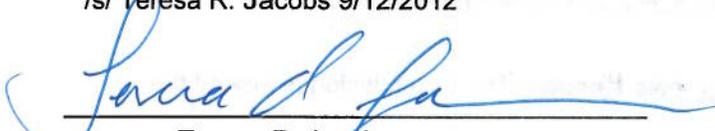
4. **Old/New Business/Update/Pending:**

- **No August Meeting:** The Commission agreed to not hold a meeting in August unless there was a matter that would need immediate attention. The next meeting is scheduled for September.

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

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/12/2012



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Ellis H. Casson 9/12/2012



Ellis H. Casson
Commission Chair

9-12-12

Date

**City of Seattle
Civil Service Commission
September 12, 2012**

APPROVED JANUARY 16, 2013

Call to Order: Commission Chair 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 98104.

In Attendance:

Commission Chair Ellis H. Casson
Commissioner Steven Jewell
Commissioner Eric de los Santos
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

PUBLIC COMMENT

Meenakshi Vedantham, HSD, Human Resources was present to address the commission regarding the Arnold/Adams decision.

ACTION ITEMS

1. Approval of Meeting Minutes:

- **July 18, 2012:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos 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.

Executive Session: The Commission went into executive session at 9:40. The executive session ended at 9:50.

Update:

- **Arnold/Adams-CSC #11-01-018-Decision-Cmsnr. De los Santos Reviewing Officer:** Commissioner de los Santos was the reviewing officer in the appeal decision of Arnold/Adams and motioned to affirm the Office of the Hearing Examiner (OHE) Decision. Commissioner Jewell seconded the motion. The motion was approved.
- **Arnold/Adams-CSC #11-01-018-Appellant's Petition for Award of Attorney Fees/ HSD Response/Order on Petitions (OHE)/Petition for Review-Attorney's Fees:** The Commission reviewed the Petition for Review filed by the parties for award of attorney fees. Commissioner de los Santos was the Reviewing Officer and stated there is no statutory authority in the SMC and affirmed the Decision of the OHE

denying attorney's fees. Commissioner Jewell seconded the motion. The motion was approved. Ms. Arnold who was in attendance, inquired about the next steps of the process. Commissioner Jewell stated the Executive Director would issue the Decision and Dismissal.

- **Buchanan CSC #12-07-003: Decision-Cmsnr. Jewell Reviewing Officer**
The Commission reviewed the Findings and Decision issued on July 23, 2012 by Deputy Hearing Examiner Anne Watanabe. Neither party filed a Petition for Review. Commissioner Jewell was the Reviewing Officer and moved to dismiss and affirm the decision of the Hearing Examiner. Commissioner Casson recused himself from the appeal. Commission De los Santos seconded the motion. The motion passed.
- **LaScala CSC #12-01-006: (New) Appeal:** The appeal has been referred to the Office of the Hearing Examiner.

3. Executive Directors Report:

- **Monthly Summit Budget Report:**
Ms. Greenlee updated the Commission on the combined budgets of the Commissions. Ms. Greenlee stated the Commissions are at 61% and puts the Commission on track to use the Hearing Officers for new appeals.
- **Joint Meeting of the Commissions:** The proposed meeting date is November 16 at 10:00 am.
- **Civil Service Conference:** The Conference is scheduled for September 18 & 19 in Wenatchee, WA. Commissioner De los Santos and the Executive Director will attend on behalf of the Commissions.

DISCUSSION ITEMS

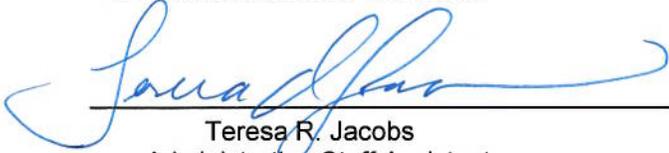
4. Old/New Business/Update/Pending:

- **CSC Rules Revision Schedule:** The Sick and Safe Leave proviso will be added to the updated CSC rules. Commissioner Jewell and Ms. Greenlee will schedule time to work on the rules together.
- **Article on Arnold/Adams:** The Commission read the Seattle Times article on the Arnolds/Adams matter. There was no action taken by the Commission.

Adjourn: The meeting adjourned at 10:21 a.m.

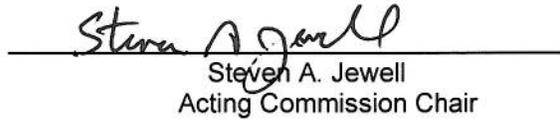
Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/16/2013



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Steven A. Jewell 1/16/2013



Steven A. Jewell
Acting Commission Chair

1/16/13
Date



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Ellis H. Casson
Commissioner Steven A. Jewell
Commissioner Eric de los Santos

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

Combined Special Meeting of Public Safety and Civil Service Commissions

November 16, 2012

Approved January 16, 2013

Call to Order: Public Safety Civil Service Commission Chair Terry Carroll called the Special Joint meeting of Civil Service Commission and Public Safety Civil Service Commission to order at 10:03 AM. The meeting was in Suite 1660 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terry Carroll (PSCSC)
Commissioner Christian Halliburton (PSCSC)
Commissioner Joel Nark (PSCSC)
Commissioner Eric de los Santos (CSC)
Commissioner Steven Jewell (CSC)
Gary Smith, Assistant City Attorney
Jennifer A. Greenlee, Executive Director
Kristen Gelino, Commission Intern

Not in Attendance:

Commission Chair Ellis H. Casson (CSC)
Teresa Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT

No public comment.

Call to Order and Introductions: PSCSC Chair Terry Carroll opened the meeting with introductions to commissioners and staff.

1. Executive Directors Report:

- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track and under budget by approximately 4% as of October 2012.
- **Appeals Case Status Update:** The Commissioners reviewed their respective Case Status Reports. Ms. Greenlee updated the commissions regarding current appeals.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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- **PSCSC-Schmidt v. SPD** - Still in discovery.
- **PSCSC Werner v. SPD** – Writ of Review in KC Superior Court. Record due December 14, 2012.
- **CSC-Hamamoto v. SPU** – Will be assigned to reviewing officer for December meeting.
- **CSC-LaScala v. SPU** – Will be assigned to reviewing officer for December meeting.
- **CSC-Arnolds/Adams v. HSD** - Writ of Review in KC Superior Court. Record due December 14, 2012.
- **Civil Service Conference:** Commissioner Eric de los Santos gave his review of the Conference. Although the Conference is geared toward Public Safety, he felt the conference was valuable and recommended attendance by other Commissioners.
- **Intern Recognition:** Commissioner Chair Terry Carroll, Commissioners, and the Executive Director expressed their appreciation for the work of Kristen Gelino who was a Municipal Intern from June through November 2012. Ms. Gelino was presented with a resolution, card and gift from the Commissions in gratitude for her conscientious, diligent, and hard-working performance of duties for the Commissions.

2. **Executive Session:** The Commission went into Executive Session at 10:22 AM to discuss personnel matters. The Executive Session ended at 10:33 AM.

Joel Nark made a motion to turn over the administration of personnel matters for the Executive Director, including the performance evaluation and any merit leave or salary recommendations, to the Chairs or Acting Chairs of the Commissions. Commissioner Halliburton seconded. The motion passed unanimously at 10:35 AM.

3. **Old/New Business/Update/Pending:**

Angelique Davis, Professor at Seattle University, introduced herself and stated that she is applying for the upcoming Civil Service Commissioner position that will be appointed by Council in January.

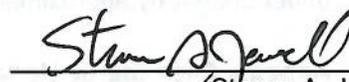
Adjourn: Commissioner Jewell made a motion to adjourn. Commissioner Nark seconded. All other business before the Commission having been considered, the meeting was adjourned at 10:40 AM.

Respectfully Submitted By:

/s/ Jennifer A. Greenlee 1/16/2013

/s/ Steven A. Jewell 1/16/2013

 Date: 1-16-13
Jennifer A. Greenlee
Executive Director

 Date: 1/16/13
Steven A. Jewell
Acting Commission Chair