



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**January 16, 2013**  
**Civil Service Commission Monthly Meeting**  
**Approved February 20, 2013**

**Call to Order:** Acting 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 98104.

**In Attendance:**

Commissioner Steven Jewell  
Commissioner Angelique M. Davis  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No public comment

**ACTION ITEMS**

**1. Approval of Meeting Minutes:**

- **September 12, 2012:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. Commissioner Davis abstained. The motion passed and the minutes were approved by acclamation and signed by the Chair.
- **November 19, 2012-Joint Meeting of the CSC & PSCSC:** Commissioner de los Santos moved to accept the minutes. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

**2. 2013 Commission**

- **Selection of 2013 Chair:** Commissioner de los Santos moved to nominate Commissioner Jewell to serve as Chair for 2013. Commissioner Davis seconded the motion. Commissioner Jewell accepted the nomination. The motion passed.
- **2013 Commission (Meeting) Schedule:** The Commissioners agreed to hold the meetings on the third Wednesday of the month through the month of June. At the July or August meeting, the Commission will review the schedule for the

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City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729  
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remainder of the year.

- **Council Appointment of Angelique M. Davis:** Commissioner Jewell introduced and welcomed Ms. Davis to the Commission.
  - **Casson Resolution:** Commissioner Casson's Council appointment expired December 2012. The Commission reviewed the resolution that will be presented to Commissioner Casson with a plaque. Commissioner de los Santos moved to approve the resolution. Commissioner Davis seconded the motion. The motion passed.
3. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

**Executive Session:** The Commission went into executive session at 9:45. The executive session ended at 10:10.

**Return to Record:**

**New:**

- **Noonan v. City Light-CSC No. 12-07-009:** The Commission reviewed an appeal filed by a City Light employee. Commissioner de los Santos moved to delegate the appeal to Office of Hearing Examiner (OHE) to consider jurisdiction and whether the grievance process was followed, and if so, to hear the case on the merits. Commission Chair Jewell recused himself.
- **Landicho v. HSD-CSC No. 12-01-012:** A prehearing was held and the hearing schedule set. The appeal is currently in the Discovery process.

**Update:**

- **LaScala v. SPU-CSC No. 12-01-006:** The Commission delegated the appeal to the OHE. Sue Tanner, Hearing Examiner, issued a Findings and Decision. The parties did not file a Petition for Review. Commissioner Jewell was the reviewing officer and moved to affirm the decision of the OHE. Commissioner de los Santos seconded the motion. The motion passed.
- **Jones v. Parks-CSC No. 12-01-005:** The Commission delegated the appeal to the OHE. Anne Watanabe, Hearing Examiner, issued a Findings and Decision. The appellant filed a Petition for Review. Commissioner Jewell was the reviewing officer and moved to affirm the decision of the OHE. Commissioner Davis seconded the motion. The motion passed.
- **Hamamoto v. HSD-12-01-004:** The Commission delegated the appeal to the OHE. Sue Tanner, Hearing Examiner, issued a Findings and Decision. The appellant filed a Petition for Review. Commissioner de los Santos was the reviewing officer and moved to affirm the decision of the OHE. Commissioner Davis seconded the motion. The motion passed.

3. **Executive Directors Report:**

- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions for year-end 2012. Ms. Greenlee also

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included in the 2013-2014 City Budget manual and informed the Commission that the 2013 budget has not been uploaded into Summit at this time.

**DISCUSSION ITEMS**

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

- **CSC Hearing Officers:** Ms. Greenlee notified the Commission that one of the three Hearing Officers is no longer hearing appeals for CSC. The Commission suggested keeping the pool at three. The Executive Director will work on hiring an additional attorney to hear appeals.
- **Joint Meeting of the Commissions:** Ms. Greenlee will confer with the Commissions on their availability, to hold the next joint meeting of the Commissions in either May or June.
- **CSC Rules Revision Schedule:** Ms. Greenlee will be in contact with the Commissioners on their revisions to update the rules.
- **Executive Director Performance Review:** Commissioner Jewell and Commissioner Carroll of PSCSC have jointly worked on Ms. Greenlee's review. The review has been completed and sent to the other Commissioners of the respective Commissions for review and signatures.

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

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/20/2013

/s/ Steven A. Jewell 2/20/2013

  
Date: 2/20/13  
Teresa R. Jacobs  
Administrative Staff Assistant

  
Date: 2/20/13  
Steven A. Jewell  
Acting Commission Chair

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# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**February 20, 2013**  
**Civil Service Commission Monthly Meeting**  
**Approved March 20, 2013**

**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 98104.

**In Attendance:**

Commissioner Steven Jewell  
Commissioner Angelique M. Davis  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No public comment

**ACTION ITEMS**

**1. Approval of Meeting Minutes:**

- **January 16, 2013:** Commissioner de los Santos moved to accept the minutes. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

**2. Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

**New:**

- **O'Neal v. City Light-CSC No. 13-01-001:** The Commission reviewed an appeal filed by a City Light employee. The appeal will be assigned to a CSC Hearing Officer.
- **Hollingsworth, III v. Parks-CSC No. 13-01-002:** The Commission reviewed an appeal filed by a Parks employee and discussed whether they

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or a hearing officer would hear the case. The Commission determined that the appeal would be assigned to a CSC Hearing Officer and the Commission will hear a future appeal during the year.

- **Hamamoto v. SPU-CSC No. 12-01-007-Order on Motion to Dismiss-Commissioner Jewell Hearing Officer:** The Commission delegated the appeal to the OHE. Sue Tanner, Hearing Examiner, issued an Order on Motion to Dismiss. The parties did not file a Petition for Review. Commissioner Jewell was the reviewing officer and recommended to affirm the Motion to Dismiss. Commissioner Davis moved to accept the recommendation. Commissioner de los Santos seconded the motion. The motion passed.

3. Executive Directors Report:

- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission that the 2013 budget has been uploaded into Summit and the budget is on track for January.

**DISCUSSION ITEMS**

4. Old/New Business/Update/Pending:

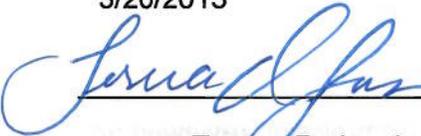
- **Hiring of CSC Hearing Officer:** Ms. Greenlee notified the Commission that due to a shortage of personnel staff, the hiring process for the CSC Hearing Officer will begin in April.

**Adjourn:** The meeting adjourned at 9:50 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/20/2013  
3/20/2013

/s/ Steven A. Jewell

 Date: 3-20-13

 Date: 3/20/13

Teresa R. Jacobs  
Administrative Staff Assistant

Steven A. Jewell  
Commission Chair

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# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

Commission Chair Steven A. Jewell

Commissioner Angelique M. Davis

Commissioner Eric de los Santos

**March 20, 2013**

### **Civil Service Commission Monthly Meeting**

**Approved April 17, 2013**

**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 98104.

#### **In Attendance:**

Commission Chair Steven Jewell

Commissioner Angelique M. Davis

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

#### **PUBLIC COMMENT**

No public comment

#### **ACTION ITEMS**

1. **Approval of Meeting Minutes-February 20, 2013:** Commissioner de los Santos moved to accept the minutes. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.
2. **Personnel Rule Changes: PR 1.3.6-Right of Appeal:** Sarah Butler, Policy Analyst, Personnel Department, was present to introduce to the Commission to the Personnel Rule revisions regarding Personnel Rule (PR) 1.3.6. The rule states that in order to appeal the disciplinary action imposed, the employee must file a grievance provided by PR 1.4 within 20 calendar days of the decision to impose discipline by the appointing authority. Upon exhausting the grievance procedure, if the employee remains dissatisfied with the outcome, the employee may file an appeal with the Civil Service Commission. The rule change is effective April 15, 2013.
3. **Hearing Officer Hiring Process:** Kate Moore, Employment Services, Personnel Department, addressed the Commission regarding the process to hire

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a Hearing Officer to add to the current pool. The Executive Director will sit in on the initial interviews and make recommendations for the final candidates who will interview with the full Commission. The posting closes April 9<sup>th</sup>. Initial interviews will take place that week and the final interviews will take place at the April 17th Commission meeting.

4. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

**Update:**

**Noonan v. City Light-CSC No. 12-07-009-Dismissal (OHE)**

**Commissioner Davis, Reviewing Officer:** The Commission reviewed the Order Dismissing Appeal issued on February 19, 2013 by Hearing Examiner Sue Tanner. The Hearing Examiner found the appellant was not timely in filing of his grievance with the department. The parties did not file a Petition for Review of the decision. Commissioner Davis was the Reviewing Officer and recommended to affirm the decision of the Hearing Examiner. Commissioner de los Santos moved to accept the recommendation and decision. Commissioner Jewell seconded the motion. Commission Chair Jewell abstained from the vote. The motion passed.

5. **Executive Directors Report:**

- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission that the budget is on track for March.
- **Commissioner *seattle.gov* Email:** The Executive Director checked in with the Commission on accessing their City email for Commission business. The Commissioners informed the Executive Director they did receive their log-ins and would use their *seattle.gov* and not personal email for commission business.
- **Summer Intern:** The Executive Director put in a request to Personnel for a student intern. The posting is open to upper level undergraduate and graduate students due to the level of work expected.

**DISCUSSION ITEMS**

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

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

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Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/17/2013

/s/ Steven A. Jewell 4/17/2013

 Date: 4-17-13

Teresa R. Jacobs  
Administrative Staff Assistant

 Date: 4/17/13

Steven A. Jewell  
Commission Chair

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# City of Seattle

## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**April 17, 2013**  
**Civil Service Commission Monthly Meeting**  
**Approved May 15, 2013**

**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 98104.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Angelique M. Davis  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Sara O'Connor-Kriss, Attorney, Government Affairs  
Kate Moore, Personnel Department

**Not in Attendance:**

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** No public comment

### **ACTION ITEMS**

1. **Approval of Meeting Minutes-March 20, 2013:** Commissioner Davis 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. **Executive Session-Hearing Officer Interviews:** The Commission went into Executive Session at 9:32 am to conduct Hearing Officer Interviews. The Executive Session ended at 10:22 am.
3. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

**Update:**

**Noiel v. Personnel-CSC No. 12-01-010-Dismissal (OHE) Commissioner de los Santos Reviewing Officer:** The Commission reviewed the Order Dismissing Appeal issued on March 28, 2013 by Hearing Examiner Anne Watanabe. The Hearing Examiner dismissed the appeal on the basis the department rescinded the discipline therefore making the matter moot. The parties did not file a Petition for Review of the decision. Commissioner

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de los Santos recommended and moved to accept the decision of the Hearing Examiner. Commissioner Davis seconded the motion. The motion passed.

**Hollingsworth, III v. Parks-CSC No. 13-01-002-Settlement/Dismissal Order:** Ms. Greenlee reported to the Commission the appeal filed was settled and a dismissal order was issued on April 1, 2013 by the Executive Director and sent to the parties.

4. **Executive Directors Report:**

- **Monthly Summit Budget Report:** Ms. Greenlee reported to the Commission that the budget is on track for April.
- **2012 Annual Report:** The Commission was provided a draft copy of the 2012 Annual Report for review. Ms. Greenlee informed the Commission the final report should be ready for review and distribution in May.
- **Summer Intern:** The Executive Director reported to the Commission that 10 candidates applied for the Summer Intern position. The pool was narrowed to 5 for interviews. A hiring decision will be made by May.
- **Staff Schedule for Summer:** Ms. Greenlee informed the Commission she will be out of the office June 20<sup>th</sup> through July 13<sup>th</sup>.
- **Joint Meeting of the Civil Service and Public Safety Civil Service Commission:** Ms. Greenlee informed the Commission that October is the proposed month for a joint meeting.

**DISCUSSION ITEMS**

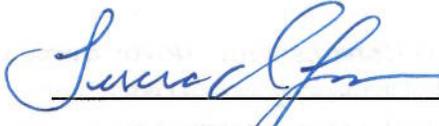
5. **Old/New Business/Update/Pending:** No discussion

**Adjourn:** The meeting adjourned at 10:35 am

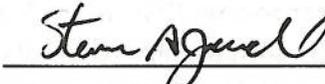
Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/15/2013

/s/ Steven A. Jewell 5/15/2013

 Date: 5-15-13

Teresa R. Jacobs  
Administrative Staff Assistant

 Date: 5/15/13

Steven A. Jewell  
Commission Chair

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# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**May 15, 2013**

### Civil Service Commission Monthly Meeting

**Approved July 17, 2013**

**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 98104.

#### **In Attendance:**

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

**PUBLIC COMMENT:** No public comment

### **ACTION ITEMS**

1. **Approval of Meeting Minutes-April 17, 2013:** Commissioner Davis 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.  
**Update:**
  - **Tomassini v. Dolt-CSC No. 13-01-003-Order of Dismissal-Commissioner Davis, Reviewing Officer:** The Commission assigned the appeal to CSC Hearing Officer Gary McLean. An Order of Dismissal was issued based on appellant's failure to appear at the prehearing conference and lack of response to the Order to Show Cause why the appeal should not be dismissed. Commissioner Davis was the reviewing officer and recommended to affirm the Order of Dismissal. Commissioner de los Santos seconded the motion. The motion passed.
  - **Georgiana Arnold v. City of Seattle/HSD-No. 88730-6 Statement of Grounds for Direct Review by the Supreme Court:** Commission Counsel Gary Smith briefed the Commission on the writ filed with King County Superior Court and the appellant taking

action for a ruling from the Supreme Court. Counsel stated the Commission could file a motion to submit a brief (Amicus Curiae). The Commission did not take action on filing a motion, but requested counsel keep them updated on the issue.

3. **Executive Directors Report:**

- **Monthly Summit Budget Report:** Ms. Greenlee reported to the Commission that the budget is on track for May.
- **Summer Intern:** The Executive Director reported to the Commission that Jean Bailey the Commission's summer intern will begin on June 10.
- **Hearing Officer Hire:** Ms. Greenlee reported to the Commission that Barbara Harris and Donna Lurie were hired as CSC Hearing Officers.
- **Intradepartmental Grievance Process:** The Commission discussed the Intradepartmental Grievance process that was updated in the Personnel Rules and is effective April 15, 2013. Ms. Greenlee informed the Commission the rules updates are linked on the Commission website.
- **2012 Annual Report:** Ms. Greenlee presented the 2012 Annual Report of the Commissions (CSC & PSCSC). The report will be distributed to City departments.
- **Rules Revisions:** Ms. Greenlee notified the Commission she will go over the rules revisions with Commissioner Davis and Gary Smith.

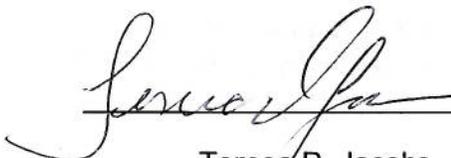
**DISCUSSION ITEMS**

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

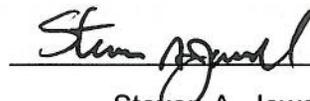
**Adjourn:** The meeting adjourned at 10:05 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/17/2013

 Date: 7/17/13  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Steven A. Jewell 7/17/2013

 Date: 7/17/13  
Steven A. Jewell  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

July 17, 2013

### Civil Service Commission Monthly Meeting

Approved August 21, 2013

**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 98104.

#### In Attendance:

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

#### Via Phone:

Commissioner Angelique M. Davis

**PUBLIC COMMENT:** No public comment

#### **ACTION ITEMS**

1. **Approval of Meeting Minutes-May 15, 2013:** Commissioner de los Santos moved to accept the minutes. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.
2. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

#### **Appeals Update:**

##### **O'Neal v. City Light-CSC No. 13-01-001-Reviewing Officer, Commissioner Davis**

The Commission reviewed the Findings and Decision issued on June 13, 2013 by CSC Hearing Officer Gary N. McLean. Neither party filed a Petition for Review. Commissioner Davis was the Reviewing Officer and moved to affirm the decision of the Hearing Officer and dismiss the case. Commissioner de los Santos seconded. The motion passed.

##### **Landicho-CSC No. 13-01-001-Reviewing Officer, Commissioner Jewell**

The Commission reviewed the Findings and Decision issued on June 13, 2013 by CSC Hearing Officer Gary N. McLean. Neither party filed a Petition for Review. Commissioner Jewell was the Reviewing Officer and moved to affirm the decision of the Hearing Officer and dismiss the case. Commissioner de los Santos seconded. The motion passed.

3. **Executive Directors Report:**

- **Monthly Summit Budget Report:** Ms. Greenlee reported to the Commission that the budget is on track at 40% for July.
- **Microsoft Office 365 Licensing & Seattle.gov Email:** Ms. Greenlee updated the Commission on the City's changes to the Microsoft licensing. Previously licensing was based on per computer. The new process would require any employee or Commissioner who has a *seattle.gov* email to be licensed. The Executive Director will look at the per person cost of licensing and report to the Commission.

4. **Old/New Business:**

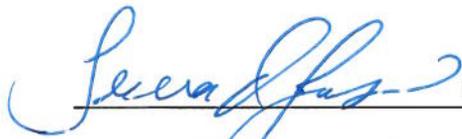
- **2013 Civil Service Conference:** The 2013 Civil Service Conference will be September 30-October 1 in Yakima, WA. Ms. Greenlee informed the Commission there are enough funds in the budget for Commissioner's to attend. Commissioner Davis will attend and staff will decide who will attend.

**Adjourn:** The meeting adjourned at 9:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 8/21/2013

/s/ Steven A. Jewell 8/21/2013

 Date: 8/26/13

Teresa R. Jacobs  
Administrative Staff Assistant

 Date: 8/26/13

Steven A. Jewell  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**August 21, 2013**  
**Civil Service Commission Monthly Meeting**  
**Approved October 16, 2013**

**Call to Order:** Commissioner de los Santos 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:**

Commissioner Angelique M. Davis  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant

**Via Phone:**

Commission Chair Steven Jewell

**Not in Attendance:**

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** No public comment

### **ACTION ITEMS**

1. **Approval of Meeting Minutes-July 17, 2013:** The Commission reviewed the minutes of July 17, 2013. Commissioner Davis noted a mistype of the Landicho Appeal listing her as the Reviewing Officer when Commissioner Jewell presented the issue as the Reviewing Officer. Commissioner Davis moved to accept the minutes as edited. Commissioner Jewell seconded the motion. The motion passed and the minutes were approved as edited and will be signed by the Chair.
2. **Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

**Appeals Update:**

The Executive Director reported there have been no new appeals filed.

3. **Executive Directors Report:**

- **Monthly Summit Budget Report:** Ms. Greenlee reported to the Commission that the budget is on track at 50% for July.
- **2013 Civil Service Conference:** The 2013 Civil Service Conference will be September 30-October 1 in Yakima, WA. Ms. Greenlee informed the Commission that Commissioner Davis will be in attendance for CSC and Commissioner Nark for PSCSC. The Police and Fire Exams Analysts and their Admin will also attend.

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- **CSC Rules Revisions:** Commissioner Davis, Gary Smith and the Executive Director will meet at the end of September or October to work on revisions.

4. **Old/New Business:** The Commission will decide in the next week whether it is necessary to cancel the September 18 meeting.

**Adjourn:** The meeting adjourned at 9:43 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/16/2013

 Date: 10-24-13

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Steven A. Jewell 10/16/2013

 Date: 10/23/13

Steven A. Jewell  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**October 16, 2013**

### **Civil Service Commission Monthly Meeting Approved November 15, 2013**

**Call to Order:** Commissioner de los Santos 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:**

Commissioner Angelique M. Davis  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

#### **Not in Attendance:**

Commission Chair Steven Jewell

**PUBLIC COMMENT:** No public comment

#### **ACTION ITEMS**

1. **Approval of Meeting Minutes-August 21, 2013:** The Commission reviewed the minutes of August 21, 2013. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.
2. **Executive Directors Report:**  
**Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report.

#### **Appeals Update:**

The Executive Director reported there have been no new appeals filed. The Commissioners inquired about the impact of appeals being filed since the Intra Departmental Grievance process became effective in April. Ms. Greenlee reported that there have been no new appeals filed and would check with Personnel on whether employees are using the process and if it's successful, or are employees opting to not pursue the process. The Commission suggested inviting a representative from Personnel to give feedback on the process. Gary Smith stated that the Commission could address the filing timeline with the City Council committee as Personnel are looking to amend the Ordinance to correspond with the rule. The Commission will revisit this again at its November meeting.

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- **Monthly Summit Budget Report:** Ms. Greenlee reported to the Commission that the budget is on track for October. COLA and Market Adjustments for 2014 have been delayed due to collective bargaining.
- **2013 Civil Service Conference:** The 2013 Civil Service Conference was held on September 30 through October 1 in Yakima, WA. Commissioner Davis attended and gave feedback on the conference.
- **CSC Rules Revisions:** Commissioner Davis, Gary Smith and the Executive Director will meet today after the Commission meeting to work on revisions.
- **Operations Manual:** The Executive Director presented to the Commission the department operations manual that was assembled by the former CSC's Intern Jean Bailey. The Commissioners gave kudos to Jean on a job well done.

3. **Old/New Business:**

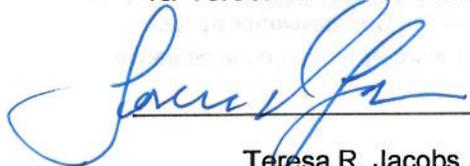
- **Year End Joint Meeting of CSC & PSCSC?** Ms. Greenlee suggested a joint meeting of the Commissions in November. The Commissioners will contact the Executive Director regarding their availability and would also give Commission Chair Jewell an opportunity to check his availability

**Adjourn:** The meeting adjourned at 10:00 am

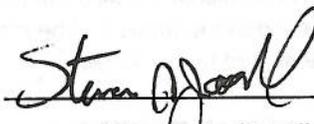
Respectfully Submitted By:

/s/ Teresa R. Jacobs 11/15/2013

/s/ Steven A. Jewell 11/15/2013

 Date: 11-15-13

Teresa R. Jacobs  
Administrative Staff Assistant

 Date: 11/15/13

Steven A. Jewell  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### **Civil Service Commission**

Commission Chair Steven A. Jewell  
Commissioner Angelique M. Davis  
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 15, 2013  
Approved December 18, 2013 (CSC)  
Approved December 20, 2013 (PSCSC)**

**Call to Order:** Public Safety and Civil Service Commission Chairs Terry Carroll and Steven Jewell called the Special Joint meeting to order at 10:20 AM. The meeting was in Suite 1679 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)  
Commission Chair Steven Jewell (CSC)  
Commissioner Angelique Davis (CSC)  
Commissioner Eric de los Santos (CSC)  
Jeff Slayton, Assistant City Attorney  
Gary Smith, Assistant City Attorney  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant

**PUBLIC COMMENT**

**No public comment.**

**Call to Order and Introductions:** The Chairs 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 Cost of Living Adjustments (COLA). Ms. Greenlee noted the Commissions are on track and under budget and the COLA's are delayed until unions have reached a settlement in collective bargaining.
- **Civil Service Conference:** Commissioners Davis and Nark gave a review of their attendance at the Conference. Both stated the conference was valuable and would be inclined to attend again, but would like to attend conferences geared more toward

training on the role and duties of commissioners and where the conference is sponsored by a neutral party instead of one with a financial or commercial interest.

**2. Commissioner Discussion:**

**Executive Session:** The Commission went into Executive Session at 10:45 AM to discuss personnel matters. The Executive Session ended at 11:00 AM.

- **Executive Director Performance/Merit Leave:** Commission Chair Carroll moved to grant the Executive Director 6 days of Merit Leave. Commissioner Halliburton seconded the motion. The motion passed unanimously. The Commission also approved a 360 Peer Review of the Executive Director. Justin Natali of the Personnel department will assist with implementing the review.

**3. Old/New Business/Update/Pending:** No old, new updates or pending business.

**Adjourn:** Commissioner Carroll motioned to adjourn. Commissioner Halliburton seconded. All other business before the Commission having been considered, the meeting was adjourned at 11:05 AM.

Respectfully Submitted By:

/s/ Teresa R. Jacobs

 Date: 12-20-13

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Steven A. Jewell 12/18/2013



Steven A. Jewell  
CSC Commission Chair

/s/Terry A. Carroll 12/20/2013



Terry A. Carroll  
PSCSC Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

Commission Chair Steven A. Jewell

Commissioner Angelique M. Davis

Commissioner Eric de los Santos

**November 15, 2013**

### **Civil Service Commission Special Monthly Meeting**

**Approved December 18, 2013**

**Call to Order:** Commission Chair 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 98104.

#### **In Attendance:**

Commission Chair Steven Jewell

Commissioner Angelique M. Davis

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** No public comment

#### **ACTION ITEMS**

- 1. Approval of Meeting Minutes-October 16, 2013:** The Commission reviewed the minutes of October 16, 2013. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclimation and signed by the Chair.
- 2. Intradepartmental Grievance Procedure:** David Bracilano and Sarah Butler of City Personnel-Labor Relations were present to give an update to the Commission on how the Intradepartmental Grievance Procedure is impacting city employees. To date during 2013, Labor Relations has received about 59 union grievances that are not related to working out of class or classification issues. The grievances involve just cause, discipline, contract violations, working conditions and similar alleged contract violations. There have been seven grievances filed using the intradepartmental grievance procedure. Four of those have been filed since the new rule change in April. Of those four grievances, one has settled and three are in process. Two of the four are union represented employees who chose to go through the intradepartmental grievance procedure.
- 3. CSC Rules Revisions:** Commissioner Davis presented to the Commission two suggested areas for revisions: allowing electronic filing and service of documents and representation of appellants by non-attorneys. Commissioner Davis, Gary Smith and the Executive Director will meet again to work on further revisions and the Commission hopes to finalize a draft at its meeting in December or January and then put revisions out for public comment.

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City of Seattle Civil Service Commissions

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

Tel (206) 386-1301, Fax: (206) 684-0755, <http://www.seattle.gov>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

4. **Executive Directors Report:**

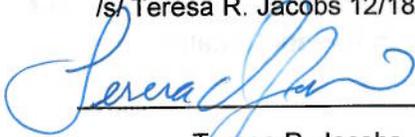
**Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director reported there have been no new appeals filed.

5. **Old/New Business:** No old or new business.

- **Adjourn:** All other business before the Commission having been considered, Commission Chair Jewell adjourned the meeting at 11:50 am

Respectfully Submitted By:

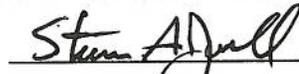
/s/ Teresa R. Jacobs 12/18/2013



Date: 12-18-13

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Steven A. Jewell 12/18/2013



Date: 12/18/13

Steven A. Jewell  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**December 18, 2013**  
**Civil Service Commission Special Monthly Meeting**  
**Approved January 15, 2014**

**Call to Order:** Commission Chair Jewell called the meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**By Phone:**

Commissioner Eric de los Santos

**PUBLIC COMMENT:** No public comment

### **ACTION ITEMS**

- 1. Approval of Special Combined Meeting Minutes-November 15, 2013:** The Commission reviewed the minutes of the November 15, 2013 joint meeting of the Commissions. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

**Approval of Special Meeting Minutes-November 15, 2013:** The Commission reviewed the minutes of the special meeting held on November 15, 2013. Commissioner de los Santos moved to accept the minutes as written. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

- 2. 2014 Commission:**

- **Selection of 2014 Chair:** Commission Chair Jewell nominated Commissioner de los Santos to serve a one year term as the Commission Chair. Commissioner Davis moved to approve the nomination. Commissioner Jewell seconded. The motion passed.
- **2014 Commission Meeting Schedule:** The Commission agreed to continue to hold the meetings on the third Wednesday of the month.

3. **Executive Directors Report:**

**Monthly Case Status Report /Appeals Update:** The Commission reviewed the monthly case status report. The Executive Director reported there was one new appeal filed.

- **Thompson v. SPU-CSC No. 13-01-004-Petition for Review:** The Commission reviewed a Petition for Review of the Executive Director's administrative dismissal of an appeal that was not timely filed. Commissioner Davis moved to deny the Petition for Review and affirm the decision of the Executive Director. Commissioner de los Santos seconded the motion. The motion passed.
- **Meade v. SPD-CSC No. 13-01-006-New Appeal:** The Commission reviewed a new appeal filed by a former employee who went through the grievance process and was denied reinstatement. Commissioner Davis moved to refer the appeal to the Office of Hearing Examiner on jurisdiction (probationary status) with a request the appeal come back to the Commission for review after ruling. Commissioner de los Santos seconded the motion. The motion passed.

**Executive Session:** The Commission went into Executive Session at 9:45 a.m. The Executive Session ended at 10:00

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for the remainder of the year.

4. **CSC Rules Revisions:** Commissioner Davis presented to the Commission proposed changes she, Gary Smith and the Executive Director went over in various meetings. The Commission agreed that after reviewing proposed changes, the Commission will decide when to hold public comment on revisions. The final draft will be available for Commission approval in January, public comment in February and final approval in March.

5. **Old/New Business:**

- **Commissioner Training:** At the November 15 joint meeting of the Commission, the question of additional training for Commissioners was discussed. The Executive Director researched and found training courses provided by the National Judicial College. Each Commissioner was given a handout with available courses.
- **Recognition:** Commission Chair Jewell praised the Executive Director for her ongoing participation in Leadership Tomorrow.
- **360 Peer Review:** Commission Chair Jewell updated the Commission on the status of the 360 peer review of the Executive Director's performance. Justin Natali in Personnel was present at the November 15 joint meeting and agreed to work with the Commissions on the review. Due to the transition in Personnel and a new incoming Mayor, Justin will meet with the Executive Director and will provide information to the Commissions in the latter part of January or early February.

- **Adjourn:** All other business before the Commission having been considered, Commission Chair Jewell adjourned the meeting at 10:20 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/15/2014

 Date: 1-15-14

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 1/15/2014

 Date: 1/15/14

Eric de los Santos  
Commission Chair