



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

Commission Chair Angelique M. Davis

Commissioner Eric de los Santos

Commissioner Steven A. Jewell

January 21, 2015

### Civil Service Commission Monthly Meeting

Approved February 18, 2015

**Call to Order:** Commissioner Eric de los Santos, Acting Chair, called the meeting to order at 9:38 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

#### **In Attendance:**

Commission Chair Eric de los Santos

Commissioner Steven Jewell

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

#### **Not In Attendance:**

Commissioner Angelique M. Davis

#### **PUBLIC COMMENT:**

**1. Approval of Minutes: November 19, 2014 & December 10, 2014:**

The Commission reviewed the minutes of the November 19, 2014 and December 10, 2014 regular meetings of the Commission. Commissioner Jewell 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. Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report. There are no current appeals.

**3. Executive Director Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the year end 2014 budget. The Executive Director reported the 2015 budget has been approved but not yet loaded in the system. The Commission was at 80% of the 2014 budget at the end of December.
- **Personnel Training Module:** The Executive Director also reported she checked with Personnel on the training module that was being developed for the Civil Service Commission. There is no expected date Personnel will resume work on the module. The Executive Director was informed that Personnel continues to provide information on the Civil Service Commission at the New Employee and New Supervisor Orientations.

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City of Seattle Civil Service Commissions

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- **Glaser/Temporary Employees Letter:** Ms. Greenlee reported the letter sent in November to the Mayor's Office, City Council and Seattle Department of Human Resources (SDHR) Director has received no response. The Commission suggested inviting Susan Coskey, SDHR Director to a Commission meeting.

**4. Old/New Business:**

- **New Equipment:** Ms. Greenlee informed the Commission new digital recording equipment has been ordered for the department for meeting and hearing recordings.
- **Meeting with CSC Hearing Officers:** The Commission will revisit at the next meeting to determine when to meet with the Hearing Officer's and finalize topics of discussion.
- **Statute of Limitations for Misfiled Appeals/Complaints:** Commission Counsel Gary Smith introduced draft code amendment to SMC 4.04.070 Rights of Employees. The code outlines appeals filed within a City department other than the department with which the action or appeal is to be filed; the employee shall be treated as having timely filed. The Executive Director and Commissioner Jewell will touch base with the SEEC and the City's HR Leadership to receive feedback and support of the amendment in preparation for obtaining a sponsor for the legislation.
- **Adjourn:** All other business before the Commission having been considered, Commissioner Eric de los Santos adjourned the meeting at 10:00 am.

Respectfully Submitted By:

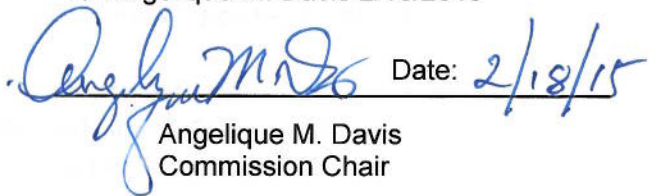
/s/ Teresa R. Jacobs 2/18/2015



Date: 2/18/15

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 2/18/2015



Date: 2/18/15

Angelique M. Davis  
Commission Chair





# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**February 18, 2015**  
**Civil Service Commission Monthly Meeting**  
**Approved March 18, 2015**

**Call to Order:** Commission Chair Angelique Davis, called the meeting to order at 9:31 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  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney  
Kate Flack, Investigator, Ethics and Elections Commission

**In Attendance By Phone:**

Commission Chair Eric de los Santos  
Commissioner Steven Jewell

**PUBLIC COMMENT:**

**1. Approval of Minutes: January 21, 2015:**

The Commission reviewed the minutes of the January 21, 2015 regular meeting of the Commission. Commissioner Jewell 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.

**2. Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report. There are no current appeals.

**3. Executive Director Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the 2015 budget is on track.

**4. Old/New Business:**

- **Statute of Limitations for Misfiled Appeals/Complaints:** Kate Flack, Investigator for Ethics and Elections Commission was present for discussion on the issue. Commission Counsel Gary Smith updated the Commission on the draft code amendments to SMC 4.04.070 Rights of Employees. The code outlines appeals filed within a City department other than the department with which the action or appeal is to be filed; the employee shall be treated as having timely filed. The Commission suggested language to make it permissive. Counsel will look into the suggestions provided by the Commission and will

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prepare it for obtaining a City Councilmember to sponsor it for legislation. Mr. Smith also notified the Commission that there is no requirement for the draft to go out for formal comment; however, it can be presented to the Listserv for any feedback from constituents.

- **Meeting with Hearing Officers:** The Commission agreed to revisit this topic in a few months.
- **Director of Seattle Department of Human Resources:** Commissioner Jewell stated he spoke with and invited the SDHR Director, Susan Coskey to come to a Commission meeting. Commissioner Jewell said Ms. Coskey is amenable to the invitation.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 10:04 am.

Respectfully Submitted By:

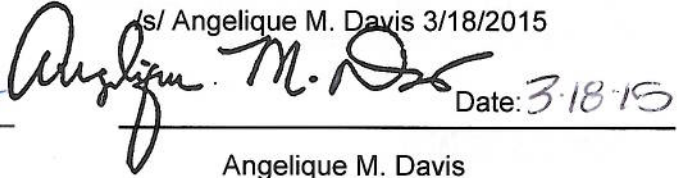
/s/ Teresa R. Jacobs 3/18/2015



Date: 3-18-15

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 3/18/2015



Date: 3-18-15

Angelique M. Davis  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**March 18, 2015**  
**Civil Service Commission Monthly Meeting**  
**Approved April 15, 2015**

**Call to Order:** Commission Chair Angelique Davis, called the meeting to order at 9:37 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  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**In Attendance By Phone:**

Commission Chair Eric de los Santos

**Not In Attendance:**

Commissioner Steven Jewell

**PUBLIC COMMENT:**

1. **Approval of Minutes: February 18, 2015:** The Commission reviewed the minutes of the February 18, 2015 regular meeting of the Commission. 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. **Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.
  - **New Appeal: Spindler v. City Light-CSC No. 15-01-001:** The Commission reviewed a new appeal filed by a City Light employee who went through the Employee Grievance Procedure. Seattle Department of Human Resources sent a recommendation to City Light. City Light did not meet the procedural deadline for responding to the Appellant. The Executive Director reported the appeal has been assigned to a CSC Hearing Officer.
3. **Executive Director Report:**
  - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported that the City has asked for proposals for a 2 and 4% spending reduction by the department. The Executive Director will prepare recommendations for a line item reduction of the Hearing Officer's salary and miscellaneous other reductions. Any appeals that are filed could be referred to the Office of the Hearing Examiner for budget savings.

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4. **Statute of Limitations for Misfiled Appeals/Complaints:** Commission Counsel Gary Smith updated the Commission on new draft language. Mr. Smith will work on any further edits and clarification of the amendments. The Commission would like to discuss new language at a future meeting with representatives from the Office of Civil Rights and Ethics and Elections Commission present.
5. **Old/New Business:** Commissioner Davis notified of her unavailability at the regular scheduled meetings in October and November and suggested other dates to possibly hold the meetings. The Executive Director will touch base with the Commissioners on scheduling alternate meeting dates.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 9:58 am.

Respectfully Submitted By:

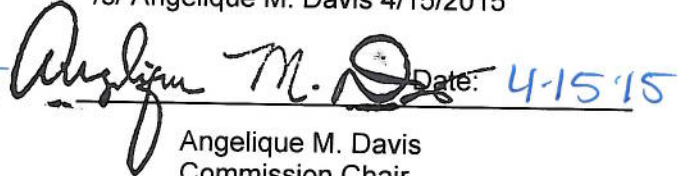
/s/ Teresa R. Jacobs 4/15/2015



Teresa R. Jacobs  
Administrative Staff Assistant

Date: 4-15-15

/s/ Angelique M. Davis 4/15/2015



Angelique M. Davis  
Commission Chair

Date: 4-15-15



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**April 15, 2015**  
**Civil Service Commission Monthly Meeting**  
**Approved May 20, 2015**

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

**In Attendance:**

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

**In Attendance By Phone:**

Commissioner Steven Jewell

**Not In Attendance:**

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** No one signed up to speak

1. **Approval of Minutes: March 18, 2015:** The Commission reviewed the minutes of the March 18, 2015 regular meeting of the Commission. Commission Chair Davis moved to accept the minutes as written. Commissioners de los Santos and Jewell voted in favor. 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.
  - **Appeal Update: Spindler v. City Light-CSC No. 15-01-001:** The Executive Director reported the appeal has been assigned to a CSC Hearing Officer and is scheduled for hearing in May.
3. **Executive Director Report:**
  - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported that the 2 and 4% spending reduction requested by the City has been submitted. The Executive Director will keep the Commission updated on the process.
4. **Statute of Limitations for Misfiled Appeals/Complaints:** Kate Flack, Investigator for Ethics and Elections and Mike Chin, Enforcement Manager for Seattle Office for Civil Rights were present. Kate stated there were no additional questions or comments to add

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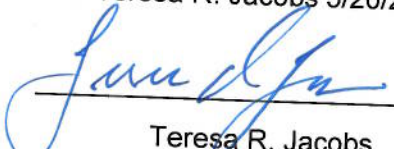
to the amendments that were submitted by Gary Smith. Kate and Mike will continue to communicate on the matter and will work on processes and a Memorandum of Understanding between departments when the rule changes are approved.

**5. Old/New Business:**

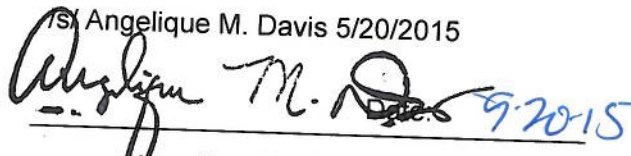
- **October and November Meeting Dates:** The Commission discussed preferences for the October and November meeting dates. The Commission will agree on dates and the meetings will be set.
- **Staff Training-WAPRO Spring Training:** The Executive Director reported that staff will attend public records training in Lynnwood on April 24.
- **Arnold COA-I Decision:** The Commission will defer discussion until the next meeting when commission counsel Gary Smith is present.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 9:45 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/20/2015

 Date: 5-20-15  
\_\_\_\_\_  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 5/20/2015

 5-20-15  
\_\_\_\_\_  
Angelique M. Davis  
Commission Chair





# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

**May 20, 2015**  
**Civil Service Commission Monthly Meeting**  
**Approved July 15, 2015**

**Call to Order:** Commission Chair Angelique Davis, 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 Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**In Attendance By Phone:**

Commissioner Steven Jewell

**Not In Attendance:**

Commissioner Eric de los Santos

**PUBLIC COMMENT:** No one signed up to speak

1. **Approval of Minutes: April 15, 2015:** The Commission reviewed the minutes of the April 15, 2015 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commission Chair 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.
  - **Appeal Update: Spindler v. City Light-CSC No. 15-01-001:** The Executive Director reported the hearing was held in May and the parties will submit closing briefs no later than May 21, 2015.
3. **Executive Director Report:**
  - **Monthly Summit (Budget) Report:** The Commission reviewed the budget.
  - **2016 Underspend Targets:** The Executive Director reported the department has an underspend target of 4%. The Executive Director stated she doesn't see an issue with the spending reduction and reported the budget is on track for the year.


4. **Statute of Limitations for Misfiled Appeals/Complaints:** The Executive Director reported she will meet with the Ethics and Elections Commission and the Seattle Office for Civil Rights to work on a Memorandum of Understanding between the departments.

5. **Old/New Business:**

- **Arnold COA-I Decision:** Commission Counsel Gary Smith, Assistant City Attorney gave the Commission background on the Arnold appeal. Mr. Smith will keep the Commission informed on any updates regarding the case that was remanded back to King County Superior Court for a decision on the award of the Appellant's attorney's fees. Mr. Smith will keep the Commission updated on a decision.
- **WAPRO Conference:** Ms. Greenlee informed the Commission that staff attended the Washington Association of Public Records Officers Training. The training was held in April.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 9:45 am.

Respectfully Submitted By:

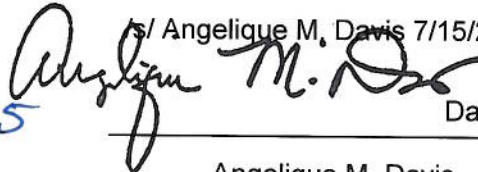
/s/ Teresa R. Jacobs 7/15/2015



Date: 7.15.15

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 7/15/2015



Date: 7-15-15

Angelique M. Davis  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

July 15, 2015

### Civil Service Commission Monthly Meeting

Approved September 16, 2015

**Call to Order:** Commission Chair Angelique Davis, 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 Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**In Attendance By Phone:**

Commission Chair Angelique M. Davis  
Commissioner Steven Jewell

**PUBLIC COMMENT:** No one signed up to speak

- 1. Approval of Minutes-May 20, 2015:** The Commission reviewed the minutes of the May 20, 2015 regular meeting of the Commission. Commissioner Jewell 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. Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.
  - **Decision: Spindler v. City Light-CSC No. 15-01-001-Commissioner de los Santos, Reviewing Officer:** Mr. Spindler was present to request the Commissions reconsider acceptance of the Petition for Review of his appeal, that was heard, and a decision issued by the Hearing Officer. Mr. Spindler arrived at the Commission one day beyond the 10-day deadline to file a Petition for Review.

**Executive Session:** The Commission went into Executive Session at 9:38 am. The Executive Session ended at 10:00 am.

Commissioner de los Santos moved to deny Mr. Spindler's request to waive the non-timely filing of a Petition for Review. Commissioner Jewell seconded the motion. Commissioner Davis stated that the Commission reviews appeal decisions independently as a matter of course. The motion passed.

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The Commission reviewed the decision issued by Hearing Examiner Chris Mathews in the appeal of Spindler v. City Light. Commissioner de los Santos was the Reviewing Officer, made the recommendation, and moved to accept the decision as written. Commissioner Jewell seconded the motion. The motion passed.

- **Review: Hecht v. Parks-CSC No. 15-01-008:** The Commission reviewed the appeal filed by a parks department employee who is appealing the decision of his department to demote him. The first prehearing in the appeal was held on June 29; the hearing is scheduled for September 16-17.

**3. Executive Director Report:**

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

**4. Old/New Business:**

- **Civil Service Conference-September 10 & 11 in Yakima:**  
The Commissioners will review the agenda and contact the Executive Director if they are interested in attending.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 10:09 am.

Respectfully Submitted By:

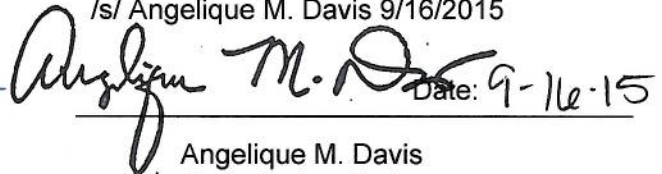
/s/ Teresa R. Jacobs 9/16/2015



Date: 9.16.15

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 9/16/2015



Date: 9-16-15

Angelique M. Davis  
Commission Chair



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**September 16, 2015**  
**Civil Service Commission Monthly Meeting**  
**Approved October 21, 2015**

**Call to Order:** Commission Chair Angelique Davis, called the meeting to order at 9:32 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

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

**Not In Attendance:**

Commissioner Steven Jewell

**PUBLIC COMMENT:** No one signed up to speak

1. **Approval of Minutes-July 15, 2015:** The Commission reviewed the minutes of the July 15, 2015 regular meeting of the Commission. 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 will be signed by the Chair.
2. **Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.
  - **Update: Hecht v. Parks-CSC No. 15-01-008:** The parties postponed the hearing that was scheduled for September 16-17 for settlement negotiations.
  - **New: Fowler v. FAS-CSC No. 15-01-013:** An employee who is appealing his suspension filed a new appeal August 11. The prehearing was held on September 3, Donna Lurie, CSC Hearing Officer presided. The hearing is scheduled for October 27-29.
3. **Executive Director Report:**
  - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track for the year.

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- **Civil Service Conference-September 10 & 11 in Yakima:** Jennifer Greenlee, Executive Director gave an update on the Civil Service Conference she attended, Ms. Greenlee stated that it was well organized and informative. The Executive Director will send the Commissioners the legal updates from the conference.
4. **Old/New Business: Draft Declaration of Service:** The Executive Director drafted a Declaration of Service for deliveries of documents when staff is away from the office. The Commission accepts delivery by email and hard copy. The declaration would be available outside the office when deliveries are received through the mail slot. Commissioner de los Santos moved to adopt the declaration; Commission Chair Davis seconded the motion, the motion passed.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 9:45 am.

Respectfully Submitted By:

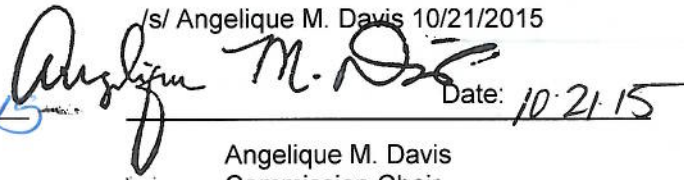
/s/ Teresa R. Jacobs 10/21/2015



Date: 10-21-15

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 10/21/2015



Date: 10-21-15

Angelique M. Davis  
Commission Chair





# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

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

**October 21, 2015**

### Civil Service Commission Monthly Meeting

**Approved December 17, 2015**

**Call to Order:** Commission Chair Angelique Davis, 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 Angelique Davis  
Jennifer A. Greenlee, Executive Director  
Gary Smith, Assistant City Attorney

#### **Not In Attendance:**

Teresa Jacobs, Administrative Staff  
Assistant

#### **In Attendance by Phone:**

Commissioner Steven Jewell  
Commissioner Eric de los Santos

**PUBLIC COMMENT:** No one signed up to speak

1. **Approval of Minutes-September 16, 2015:** The Commission reviewed the minutes of the September 16, 2015 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commission Chair Davis seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.
2. **Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.
  - **Update: Hecht v. Parks-CSC No. 15-01-008:** The parties rescheduled the hearing until November and are still engaging in settlement negotiations.
  - **New: Fowler v. FAS-CSC No. 15-01-013:** The hearing is scheduled for the end of October and will be presided over by Donna Lurie.
3. **Executive Director Report:**
  - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track for the year.

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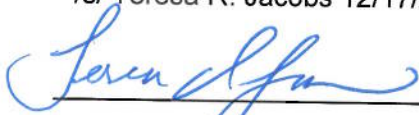
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**4. Old/New Business:**

- **Arnold v. City of Seattle:** The Washington State Supreme Court has accepted the case for review.
- **Joint Commission Meeting:** The Commissioners agreed to hold the Civil Service Commission meeting and the Joint Commission meeting on Thursday, December 17, 2015.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 9:40 am.

Respectfully Submitted By:

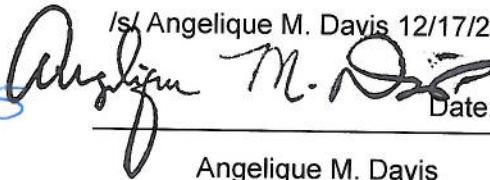
/s/ Teresa R. Jacobs 12/17/2015



Date: 12/17/15

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 12/17/2015



Date: 12/17/15

Angelique M. Davis  
Commission Chair



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

Commission Chair Steven A. Jewell

Commissioner Eric de los Santos

Commissioner Angelique M. Davis

**December 17, 2015**

### Civil Service Commission Monthly Meeting

Approved February 17, 2016

**Call to Order:** Commission Chair Angelique Davis, 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 Angelique Davis  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**In Attendance by Phone:**

Commissioner Steven Jewell

**PUBLIC COMMENT:** No one signed up to speak

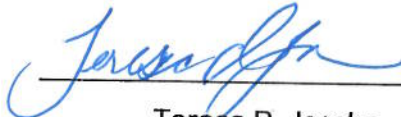
1. **Approval of Minutes-October 21, 2015:** The Commission reviewed the minutes of the October 21, 2015 regular meeting of the Commission. Commissioner Jewell moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.
2. **Monthly Case Status Report/Appeals Update:** The Commission reviewed the Monthly Case Status Report.
  - **Update: Hecht v. Parks-CSC No. 15-01-008:** The Appellant withdrew their appeal after settlement. A Dismissal Order was issued.
  - **New: Fowler v. FAS-CSC No. 15-01-013:** A decision of the Presiding Hearing Officer, Donna Lurie is pending.
3. **2016 Chair:** Commissioner Davis moved for Commissioner Jewell to serve as the 2016 Chair. Commissioner de los Santos seconded the motion. The motion passed.



4. **2016 Meeting Schedule:** The Commission reviewed the schedule for 2016 Commission meetings. Commissioner Davis moved to accept the dates, continuing to meet on the third Wednesday of each month. Commissioner de los Santos seconded the motion. The motion passed.
  5. **Executive Director Report:**
    - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track for the year and the City has met its 1% underspend target.
  6. **Old/New Business:** Commissioner Jewell stated to the Commission that the Executive Director's should receive regular performance reviews. Commissioner Davis and de los Santos agreed. Commissioner Jewell stated he will address the issue at the joint meeting with Public Safety Civil Service Commission.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Angelique Davis adjourned the meeting at 9:19 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/17/2016

  
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Date: 2-17-16  
Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Steven A. Jewell 2/17/2016

  
\_\_\_\_\_  
Date: 2/12/16  
Steven A. Jewell  
Commission Chair