City of Seattle

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 acclimation 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.

- **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