



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

Commission Chair Eric de los Santos  
Commissioner Amy S. Bonfrisco  
Commissioner Angelique M. Davis

**November 15, 2017**

### Civil Service Commission Special Meeting

*Approved December 21, 2017*

**Call to Order:** Commission Chair, Eric de los Santos called the regular monthly meeting to order at 9:05 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

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

**Not In Attendance:**

Commissioner Angelique M. Davis

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

**1. Approval of Minutes:**

**October 18, 2017 CSC Monthly Meeting:** The Commission reviewed the minutes of the October 18, 2017 monthly meeting. The Commission agreed to table the minutes until the December meeting for a quorum vote on approval.

**2. Case Status Report/Appeals Update:**

- **Case Status Report:** The Commission reviewed the monthly Case Status Report.
- **Maggio v. SDOT-CSC No. 17-03-006:** The Executive Director reported to the Commission that the appeal is currently still on hold pending the conclusion of an investigation.

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**City of Seattle Civil Service Commissions**

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3. **2018 Chair:** The Commission agreed to table the nomination and vote for a chair until the December meeting when all Commissioners are present.

4. **2018 Meeting Schedule:** The Commission agreed to continue to hold the meetings on the third Wednesday of the month, and return to the start time of 9:30 am. Commissioner Bonfrisco moved to adopt the meeting schedule for 2018. Commissioner de los Santos seconded the motion. The motion was approved.

**This item was taken out of order:**

**6. Executive Director's Report:**

- **Monthly Summit (Budget) Report:** The Executive Director reported that the Budget is on track and the City will be implementing the migration to PeopleSoft the last week in December.
- **Employee Elected Commissioner:** The Executive Director updated the Commission that the voting portal closed November 13, and the City Clerk will certify the results November 20 or earlier.

**7. Old/New Business:**


- **Working Meeting/Commission Retreat/Survey:** The Commission discussed having a working session in January to format a Commission survey. They will revisit this discussion at the December meeting when all Commissioners are present.
- **Joint Meeting of the Commissions:** The Commissioners agreed to a joint meeting with the PSCSC to take place in December. The Executive Director will schedule the meeting after coordinating with the PSCSC.

5. **Executive Session: Executive Director Annual Wage Increase:** The Commission went into Executive Session at 9:20 am. The Executive Session ended at 9:34 am. Commissioner Bonfrisco moved to give the Executive Director the maximum 2.5% Annual Wage Increase. Commissioner de los Santos seconded the motion. **Executive Session:** The Commission went into a brief Executive Session at 9:36 am to discuss the voting on the Annual Wage Increase. The Executive Session ended at 9:41 am. The Commission will table the vote on the Annual Wage Increase and Merit Leave until the December 21, 2017 Joint Meeting with the Public Safety Civil Service Commission.

**Adjourn:** All other business before the Commission having been considered, Acting Chair Commissioner Bonfrisco adjourned the meeting at approximately 9:45 am.


Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/21/2017

 Date: 12-21-17

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 12/21/2017

 Date: 12-21-17

Eric de los Santos  
Commission Chair