

**City of Seattle
Civil Service Commission
June 21, 2006 Minutes**

APPROVED: SEPTEMBER 20, 2006

Call to Order:

Commission Chair Jennifer Schubert 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:

Commissioner Steven A. Jewell
Commissioner Ellis H. Casson
Glenda Graham-Walton, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

Public Comment: Jean Boler, Director of the Employment section of the Seattle City Attorney's Office, was present, but did not address the Commission.

1. **Approval of May 17, 2006 Regular Meeting Minutes:** The Commission reviewed the May 17, 2006 minutes. Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Approval of June 6, 2006 Special Meeting Minutes:** The Commission reviewed the June 6, 2006 Special Meeting Minutes. Commissioner Casson moved to accept the minutes. Commissioner Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
3. **Review Monthly Case Status Report:** The Commission reviewed the Monthly Case Status for June.
 - a) **Appeals-New, Update & Review:**

Review of Appellant Brief to Decide Commission Jurisdiction-Janos v. DPD CSC No. 06-07-008: Mr. Janos a Land Use Planner II with the Department of Planning and Development filed an appeal on April 20, 2006. The Commission reviewed the appeal at its May 17, 2006 meeting. The Commission determined that based on the face of the appeal, the Commission did not have jurisdiction. There were no allegations of rule violations and the Seattle Municipal Code that was noted by the appellant was vague. The Commission allowed the appellant 14 days to provide a brief citing the specific infractions of the law. Mr. Janos submitted his brief to the Commission in May. The Commission reviewed the brief and discussed the merits of the appeal. The Commission agreed to assign the appeal to a Hearing Officer for a hearing to determine jurisdiction.
 - **Update:**
 - **Joy v. Seattle Center:** Assistant City Attorney Gary Keese updated the Commission regarding the Writ filed by attorney John Scannell on behalf of his client Ms. Joy. Mr. Keese informed the Commission that Mr. Scannell has not pursued the writ, and that one part of the complaint other than the writ was

dismissed. Mr. Keese will continue to update the Commission as information becomes available.

4. **Review and Discussion of Public Comments Regarding Commission Rules:** The Commission reviewed the comments submitted by Jean Boler, Director of the Employment section of the Seattle City Attorney's Office. Ms. Boler submitted comments and suggestions on Proposed Rules 2.02, 2.03, and 5.22E. The Commission agreed to modify sections to include some of the City Attorney's suggestions. In addition, the Commission will review CSC rules from 1987 to compare current additions and any given timelines. The Commission will also review the Ethics and Elections Commission's Administrative rules to compare timelines.
5. **Finalize/Sign or Revise Commission Rules:** The Commission delayed finalizing and signing the rules.
6. **History of Appeals Filed by Employees with Probationary Status:** Commission staff compiled a table showing the number of City employees from 1979 to 2005 who filed appeals contesting disciplinary actions based on probationary status. There were 22 appeals filed, with employees asserting they were not probationary at the time of their discipline.
7. **Civil Service Probationary Periods in other Jurisdictions:** The Commission reviewed and discussed the data compiled by staff showing probationary periods served in other jurisdictions.
8. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that CSC is on target for the month of June.
9. **Meeting Schedule July through December:** The Commission will hold its remaining meetings for the year on the third Wednesday of the month. With the exception of the October meeting, which will be held the fourth Wednesday, and the December meeting which, will be held on the second Wednesday. The Commission agreed not to convene in August.
10. **Review/Discuss 2005 Annual Report:** The Commission agreed to review the 2005 Annual Report at the July meeting.

Adjournment: Commission Chair Schubert adjourned the meeting at 10:36 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs, 9/20/06

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Jennifer K. Schubert, 9/20/06

Jennifer K. Schubert
Commission Chair

Date