

**City of Seattle
Civil Service Commission
December 19, 2007 Minutes**

APPROVED JANUARY 16, 2008

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:40 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

Recused:

Commissioner Jennifer Schubert

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of October 17, 2007, Meeting Minutes:** The Commission reviewed the October 17, 2007 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
 - **New Appeal: Hopkins v. Department of Information Technology (DoIT) CSC No. 07-03-013:** Ms. Graham-Walton introduced a new appeal filed by a DoIT employee alleges the department placing him on Administrative Leave is not for a justifiable cause. The appeal has been assigned to CSC Hearing Officer Diane Hess Taylor.
 - **Review: Findings and Decision-Hamai v. Human Services Dept CSC No. 07-01-006:** The Office of the Hearing Examiner presided over the appeal and submitted

Findings and Decision. Commissioner Chair Jewell was the Reviewing Officer. Neither party filed a Petition for Review of the order. In the order, the Hearing Officer ruled "...the department had justifiable cause to demote the appellant." Commissioner Jewell moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed. The Commission commended Hearing Examiner Sue Tanner on a well written and concise Findings and Decision.

3. **Election of Commission Chair:** Commissioner Casson moved to nominate Steven Jewell to serve as Commission chair for 2008. Commissioner Jewell seconded the motion. The motion passed.
4. **Merit Leave Awards/Market Adjustment 2008:** The Commission went into Executive Session at 9:50 a.m. The Executive Session ended at 10:00 a.m. The Commission approved 6 days Merit Leave for Ms. Graham-Walton. Commissioner Casson moved to award 6 days Merit Leave. Commissioner Jewell seconded the motion. The motion passed.
- **Market and Broadband Adjustment:** The Commission approved the Market Adjustment for the Executive Director and deferred the Broadband Adjustment to the February meeting and after some research on adjustments is conducted. The Commission will draft and format an evaluation of Ms. Graham-Walton.

DISCUSSION ITEMS

5. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported that the budget is on target for year-end 2007. Ms. Graham-Walton notified the Commission that staff has monitored end of year funds and is able to purchase an ergonomically friendly desk for the Hearing Officer's office. Staff also informed the Commission that they hope to move pre-hearings into that office, so the environment is less threatening.
6. **Review Draft Changes Probationary Legislation:** Ms. Graham-Walton updated the Commission on her and Commissioner Jewell's meeting with Councilmember Richard McIver and Patricia Lee. Councilmember McIver agreed to sponsor the Probationary Legislation. The Legislation and background information will be forwarded to Council and considered the 1st quarter of 2008 after Council committee assignments. The

Commission reviewed and discussed draft changes to the Probationary Legislation. Commissioner Casson moved to accept changes. Commissioner Jewell seconded the motion. The motion passed.

7. **Commission Dates January-June 2008:** The Commission agreed to meet on the 3rd Wednesday of the month.

Adjourn—The meeting adjourned at 10:35 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 1/16/08

Approved by:

/s/ Steven A. Jewell 1/16/08

Teresa R. Jacobs

Administrative Staff Assistant

Steven A. Jewell

Commission Chair

Date