

**City of Seattle**  
**Civil Service Commission**  
**November 19, 2008 Minutes**

**APPROVED JANUARY 21, 2009**

**Call to Order:** Commission Chair Steven Jewell 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 Ellis H. Casson

Commissioner Gregg Hiramawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** No one signed up to speak

**1. Approval of Minutes:**

- **Approval of September 17, 2008 Meeting Minutes:** The Commission reviewed the minutes of September 17, 2008. Commissioner Casson moved to accept the minutes. Commissioner Hiramawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

- 2. Selection of Commission Chair for 2009:** Commission Chair Steven Jewell moved to nominate Commissioner Casson to serve as Commission chair for 2009. Commissioner Hiramawa seconded the motion. The motion passed.

**3. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including two new appeals.

**New Appeals:**

- **Phelps v. City Light-CSC No. 08-02-002:** The Commission reviewed the case where a former City Light employee is appealing termination. Christopher Mathews is the presiding Civil Service Commission Hearing Officer. Commissioner Jewell recused himself from discussion regarding this appeal, and will recuse himself in the future from any discussion and decisions regarding this appeal, due to his involvement in the Appellant's Loudermill hearing.
- **Browne v. Parks-CSC No. 08-01-004:** The Commission reviewed the case where a current Parks employee is appealing her discipline. Diane Hess Taylor is the presiding Civil Service Commission Hearing Officer

4. **Merit Leave Awards 2008 (Executive Session):** The Commission went into Executive Session at 9:38 a.m. The Executive Session ended at 9:43. Commissioner Hirakawa moved to award the Executive Director with 6 days of Merit Leave, effective January 2009. Commissioner Casson seconded the motion. The motion passed. The Commission commended Ms. Graham-Walton on her service to the Commission.

#### **DISCUSSION ITEMS**

5. **Monthly Summit (Budget) Report:**

Ms. Graham-Walton reported the budget is on target for November.

4. **Old/New Business:**

- **Employee Elected Member of the Civil Service Commission:** Commissioner Steven Jewell was declared the winner of the employee elected Commissioner position for the Civil Service Commission. Commissioner Jewell will serve a three-year term that will expire in 2011.

6. **Memo from Personnel regarding CSC's September 22, 2008 Response to Draft**

**Ordinance Related to Probationary/Trial Service Periods:** The Commission reviewed the memo from Personnel responding to the Commissions concerns regarding the draft ordinance. The Commission did not take any further action.

**Adjourn**—the meeting adjourned at 9:56 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 1/21/09

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 1/21/09

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Ellis H. Casson  
Commission Chair

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Date