

**City of Seattle
Civil Service Commission
September 17, 2008 Minutes**

APPROVED NOVEMBER 19, 2008

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

Jean Boler, Director of Employment Section, Law Department

ACTION ITEMS

Public Comment: No one signed up to speak

1. **Continuation of Office Complaint (re: Staff): Executive Session:** The Commission went into executive session at 9:30 a.m. The Executive Session ended at 10:27 a.m.
 - The Commission chair moved to send a memo to employee setting forth the findings of the investigation and a notice of restitution. Commissioner Casson seconded the motion. The motion passed. The Commission chair moved to send a notice of discipline to employee noting no less than 5 days of suspension without pay to be imposed. Commissioner Hiramawa seconded the motion. The motion passed.

2. **Approval of Minutes:**
 - **Approval of July 16, 2008, Meeting Minutes:** The Commission reviewed the minutes of July 16, 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.

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

The Commission reviewed the monthly case status report.

4. **Review: Memo in Response to Draft Ordinance Related to Probationary/Trial Service Periods:** The Commission reviewed the memo drafted by the Executive Director to Mark McDermott, Director of the Personnel Department's in response to edits that Personnel made to

the draft legislation. At its July 16 meeting, the Commission agreed to most of the legislation. However, it was moved that the Commission's response to Personnel include a request that its introductory paragraph be part of the proposed legislation. The Executive Director outlined the Commission's concerns in the memo. Commissioner Casson moved to send the memo to Personnel. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

5. Monthly Summit (Budget) Report:

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

4. Old/New Business:

There is no old/new business.

6. Other: The Civil Service Commission Election Rules: The Office of the City Clerk adopted the rules on August 11, 2008 governing the administration of the election for the employee-elected members of the Civil Service Commission. Commission Chair Jewell stated that he will seek a second term as the employee-elected member of the Civil Service Commission.

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

Respectfully Submitted:

/s/ Teresa R. Jacobs 11/19/08

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 11/19/08

Steven A. Jewell
Commission Chair

Date