



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Angelique M. Davis

Commissioner Amy S. Bonfrisco

Commissioner Eric de los Santos

November 15, 2018

Civil Service Commission Special Meeting

Approved, December 20, 2018

Call to Order: Commission Chair, Angelique Davis called the Special Meeting to order at 1:02 pm. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Angelique M. Davis

Commissioner Amy Bonfrisco

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

October 17, 2018 CSC Monthly Meeting: The Commission reviewed the minutes of the October 17, 2018 monthly meeting. Commissioner Bonfrisco moved to amend the minutes due to a typo. Commissioner de los Santos seconded the motion. The minutes were approved as corrected and will be signed by the chair.

2. Case Status Report/Appeals Update:

- **Case Status Report:** The Commission reviewed the monthly Case Status Report. The Executive Director updated the Commission on the current appeals:

City of Seattle Civil Service Commissions

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Current Appeals:

- **Maggio v. SDOT-CSC No. 17-03-006:** The Executive Director reported to the Commission that the appeal is currently still on hold. The appellant will provide an update in January.
- **Evert v. Parks-CSC No. 18-01-005:** The appeal was withdrawn by the appellant and a Dismissal Order was issued.
- **Franklin v. Parks-CSC No. 18-07-006:** The appellant requested an extension to submit documents. The hearing will be rescheduled in December or January.

3. CSC Employee Survey: The Executive Reported that Seattle IT will develop the survey through SharePoint for access to all employees. The Commission reviewed the latest draft of the CSC employee survey that was formatted by Commissioner de los Santos. Commissioners Davis and Bonfrisco provided suggested edits to the survey. The Commission discussed use of the City's privacy statement on the survey. Commissioner de los Santos will compile the changes for Commission review at its next meeting.

4. Executive Director's Report:

- **Monthly Budget Report:** The Commission reviewed the monthly Budget report. The Executive Director reported there were no significant expenditures. Staff will attend training on the CBO budget tool. The City is awaiting budget approval by the City Council. Ms. Greenlee reported the Microsoft Service HUB is no longer available. The City is looking into a new standard. When a new standard is available, and it fits the department needs, the Executive Director will submit a supplemental BIP.

5. Old/New Business:

- **W-2:** Ms. Greenlee notified the Commission that W-2 forms will be sent out in January and to make any updates to addresses.
- **Open Public Meetings Act and Records Training:** Ms. Greenlee reported to the Commission that the Commission was due for Open Public Meeting and Records Training in December or January.
- **December 20 Special Meeting/Joint Meetings:** The Executive Director proposed the CSC meeting start at 9:00 am. The Commissioners agreed to begin at 9:30.

Adjourn: All other business before the Commission having been considered, Commission Chair Davis adjourned the meeting at approximately 2:12 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/20/2018

 Date: 12-20-18

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Angelique M. Davis 12/20/2018

 Date: 12-20-18

Angelique M. Davis
Commission Chair