



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Eric de los Santos
Commissioner Amy S. Bonfrisco
Commissioner Angelique M. Davis

January 25, 2017

Civil Service Commission Special Meeting

Approved February 15, 2017

Call to Order: Commission Chair Eric de los Santos called the regular monthly meeting to order at approximately 9:05 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Eric de los Santos
Commissioner Amy S. Bonfrisco
Jennifer A. Greenlee, Executive Director
Gary Smith, Assistant City Attorney

Not In Attendance:

Commissioner Angelique M. Davis
Teresa Jacobs, Administrative Staff
Assistant

PUBLIC COMMENT: No one signed up to speak

Commission Chair Eric de los Santos welcomed new employee elected Commissioner Amy Bonfrisco. Commissioner Bonfrisco is a Utility Hearing Officer for Seattle Public Utilities.

1. Approval of Minutes:

December 14, 2016 CSC & Joint PSCSC/CSC Meetings: The Commission deferred the approval of the minutes until the February meeting.

2. Executive Director's Report:

- **Case Status Report/Appeals Update:** The Executive Director reported that there have been no new appeals filed.

City of Seattle Civil Service Commissions

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- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Commission reviewed the 2016 year end budget. The Executive Director reported the Commission was under budget for the 2016 year. The 2017 budget will be uploaded into Summit and presented at the February meeting.

3. Old/New Business:

- **Intradepartmental Grievance Procedure:** This is an ongoing agenda item due to the Commission's concern at the lower level of appeals filed since the Intradepartmental Grievance procedure became a mandatory requirement before filing an appeal. Sarah Butler, Labor Relations, SDHR, provided a handout giving the filings and resolutions of Step 3 grievances under Personnel Rule 1.4 for 2015 and 2016. Several grievances were filed by employees that subsequently were represented and may have gone through their union's grievance process, if that had been available. The Commission reviewed and discussed the information presented. The Commissioners expressed concern that employees are not fully aware of their rights to file a grievance and appeal under the Personnel Rules and how awareness can be increased. The Commission will continue to monitor these issues.
- **Service Credit:** The Commission discussed the issue of differing applications of Service Credit depending on whether the Personnel Rules or a Collective Bargaining Agreement covers the employee. The Commission will continue to discuss this issue and determine what next steps if any, they would like to take.
- **Commissioner Training:** Commissioner Amy Bonfrisco will be taking the Boards & Commissions orientation this month which covers the requirement for training on the Open Public Meetings Act.
- **Commission Elections:** The Commission and the Clerk's Office will continue to have discussion around possibly updating the rules to allow electronic voting. Commissioner Bonfrisco is currently serving the remainder of Steven Jewell's term, expiring December 2017, another employee election will be held this fall.

Adjourn: All other business before the Commission having been considered, Commission Chair Eric de los Santos adjourned the meeting at approximately 9:45 am.

Respectfully Submitted By:

/s/ Jennifer A. Greenlee 2/15/2017

/s/ Eric de los Santos 2/15/2017


Date: 2/15/17

Jennifer A. Greenlee
Executive Director


Date: 2/15/17

Eric de los Santos
Commission Chair