



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Eric de los Santos

Commissioner Amy S. Bonfrisco

Commissioner Angelique M. Davis

December 14, 2016

Civil Service Commission Special Meeting

Approved February 15, 2017

Call to Order: Commission Chair Angelique M. Davis called the special meeting to order at 9:32 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

Not In Attendance:

Commissioner Amy S. Bonfrisco

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

November 23, 2016: The Commission reviewed the minutes of the November 23, 2016 monthly meeting. Commissioner de los Santos moved to accept the minutes as written. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.

- 2. Case Status Report/Appeals Update:** The Commission reviewed the year end Case Status report. Jennifer Greenlee, Executive Director reported there were no new appeals filed. Ms. Greenlee notified the Commission that David Bracilano and Sarah Butler of SDHR Labor Relations were gathering data on non-represented employee issues and how they were resolved after Step 3 of Intradepartmental Grievance process. Ms. Greenlee stated they would provide information to the commission at the beginning of the new year.

City of Seattle Civil Service Commissions

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3. **2017 Chair:** Commission Chair Davis moved to nominate Commissioner de los Santos to serve as Chair for 2017. Commissioner de los Santos accepted. The motion was approved by acclamation.
4. **2017 Meeting Schedule:** The Commission reviewed the dates for the 2017 monthly meetings and agreed to continue to hold the meetings on the third Wednesday of the month except for January. It was agreed to change the start time to 9:00 am. The first meeting of the year will be held on the fourth Wednesday, January 25th.
5. **Executive Directors Report:**
 - **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track and there will be funds to cover the "Exit" sign that is required to be installed above the new door.
 - **Office 365:** The Executive Director reported to the Commission that the Civil Service and Public Safety Civil Service Commissions can access Commission email via their City Outlook email accounts as well as SharePoint. The Executive Director also reported that she has requested an exception from Seattle IT to extend the password expiration to longer than ninety-days.
 - **Adjourn:** All other business before the Commission having been considered, Commission Chair Davis adjourned the meeting at 9:45 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2017

 Date: 2-15-17

Teresa R. Jacobs
Administrative Staff Assistant

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

 Date: 2/15/17

Eric de los Santos
Commission Chair