



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

Commission Chair Steven A. Jewell

Commissioner Eric de los Santos

Commissioner Angelique M. Davis

**July 20, 2016**

### Civil Service Commission Special Meeting

**Approved September 21, 2016**

**Call to Order:** Commission Chair Steven A. Jewell, called the meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

#### **In Attendance:**

Commission Chair Steven Jewell

Commissioner Angelique Davis

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT:** No one signed up to speak

#### **1. Approval of Minutes:**

**June 15, 2016 CSC Meeting:** The Commission reviewed the minutes of June 15, 2016. 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 signed by the Chair.

- 2. Service Credit:** Commission counsel Gary Smith informed the Commission that after reviewing applicable rules and laws, he found no conflict with the Commission moving forward to make a recommendation to the Mayor and Council regarding Service Credit. Commissioner Davis moved to draft a letter to the Mayor and Council with recommendations tailored to non-represented employees, Commissioner de los Santos seconded the motion. The motion passed.

- 3. Monthly Case Status Report:** There were no new appeals.

#### **4. Executive Directors Report:**

- **Monthly Summit (Budget) Report:** The Executive Director reported to the Commission that the department is under budget. Commissioner Davis informed the Commission that there are several relevant conferences that staff or Commissioners could participate in, barring any budgetary restrictions.

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#### City of Seattle Civil Service Commissions

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#### 5. Old Business/New Business:

- **Civil Service Conference:** Commissioner de los Santos confirmed he will attend the conference in September.
- **August Meeting:** The Commission agreed to cancel the August meeting and move the start time of the meetings to 9 am, beginning in September, through the remainder of the year. The October and November meetings will be moved to the fourth Wednesday.
- **Resignation of Employee Elected Commissioner:** Commissioner Jewell announced his resignation from the Commission effective immediately. Commissioner Jewell commended his fellow Commissioners on their service and dedication. Commissioners Davis and de los Santos thanked Commissioner Jewell on his contributions to the City and Commission. The Commission presented Commissioner Jewell with a signed resolution.
- **Commission Chair:** Commissioner Jewell nominated Commissioner Davis as the Chair for the remainder of 2016. Commissioner de los Santos seconded the motion. The motion passed.
- **Special Election for Employee Elected Commissioner:** The Executive Director informed the Commission that a special election will need to be called to fill the position of the Employee Elected Commissioner. Commissioner Davis moved to hold a special election. Commissioner de los Santos seconded the motion. The motion passed.
- **Adjourn:** All other business before the Commission having been considered, Commissioner Jewell adjourned the meeting at 10:14 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/21/2016

 Date: 9.21.16

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 9/21/2016

 Date: 9.21.16

Angelique M. Davis  
Commission Chair