



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

Commission Chair Angelique M. Davis  
Commissioner Eric de los Santos

**September 21, 2016**  
**Civil Service Commission Special Meeting**  
**Approved October 26, 2016**

**Call to Order:** Commission Chair Angelique M. Davis called the meeting to order at 9:15 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

Commission 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:**

**July 20, 2016 CSC Meeting:** The Commission reviewed the minutes of July 20, 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. Monthly Case Status Report:** There were no new appeals. The Executive Director will contact Sarah Butler in Human Resources to get an update on the Inter Departmental Grievance process and how that may be affecting why appeals are not being filed with the Commission.

**3. Executive Directors Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track and the department is awaiting the invoice for the tenant improvements for installation of the hearing room door.
- **Office 365:** The Executive Director reported to the Commission that the Public Safety Civil Service Commission requested she look into licensing the Commissioners to have email they can access through City email or SharePoint, to receive Commission business, rather than using their personal email. The Executive Director stated, that since the City has moved to Office 365 the issues Commissioners face in the past, such as password

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**City of Seattle Civil Service Commissions**

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changes, and general access, would no longer be an issue. The Executive Director will update the Commission on the progress.

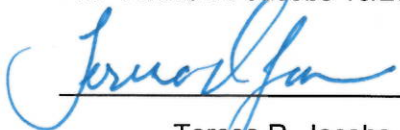
- **Special Election for Employee Elected Commissioner:** The Executive Director reported to the Commission that two information sessions for employees interested in running for the vacant Civil Service Commissioner spot took place on September 20 at the City Clerk's office and prior to today's meeting. Three interested parties attended the sessions.

**4. Old Business/New Business:**

- **Summary of 2016 Civil Service Conference:** Commissioner de los Santos gave a summary of the 2016 Civil Service Conference he attended in Yakima. Commissioner de los Santos stated the conference was very interesting, although it leaned more toward Public Safety. Commissioner de los Santos said he noticed there was a lack of diversity among the uniform officers outside of Seattle.
- **Boards & Commissions Appreciation Event-October 27<sup>th</sup> at City Hall:** The Executive Director notified the Commission of the upcoming event.
- **Service Credit Draft Letter:** The Executive Director informed the Commission that she has not received a draft letter from former Commissioner Steven Jewell regarding Service Credit. The Commission agreed they would revisit the issue at the next Commission meeting after reviewing previous documents regarding the issue.
- **Adjourn:** All other business before the Commission having been considered, Commissioner Davis adjourned the meeting at 9:27 am.

Respectfully Submitted By:

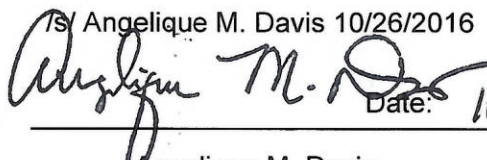
/s/ Teresa R. Jacobs 10/26/2016



Date: 10-26-16

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 10/26/2016



Date: 10-26-16

Angelique M. Davis  
Commission Chair