



# City of Seattle

## CIVIL SERVICE COMMISSIONS

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### Civil Service Commission

Commission Chair Angelique M. Davis

Commissioner Amy S. Bonfrisco

Commissioner Eric de los Santos

**November 23, 2016**

### Civil Service Commission Special Meeting

**Approved December 14, 2016**

**Call to Order:** Acting Chair, Commissioner de los Santos called the meeting to order at 9:02 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

#### **In Attendance by Phone:**

Commission Chair Angelique Davis

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

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

**October 26, 2016:** The Commission reviewed the minutes of the October 26, 2016 monthly meeting. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.

#### **2. Service Credit:** Tabled until the new year.

#### **3. Executive Directors Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track at 80%.
- **Update-2016 Civil Service Employee's Special Election for the Employee Elected Commissioner of the Civil Service Commission:** The Executive Director reported to the Commission that Amy S. Bonfrisco has been declared the winner of the employee elected commissioner position vacated by Commissioner Jewell. Ms. Bonfrisco is a hearing officer with Seattle Public Utilities, she will serve the remainder of Mr. Jewell's term through December 2017. Ms. Bonfrisco will attend the January meeting. There will be an election in September 2017 for the employee elected position for the full three-year term. Discussion on possible processes for employee elections, rather than the hard-copy ballot format, will be on the January agenda.

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#### **City of Seattle Civil Service Commissions**

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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

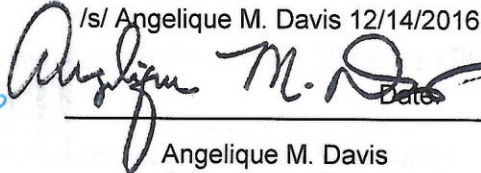
- **Intradepartmental Grievance Procedure:** The Executive Director contacted David Bracilano and Sarah Butler to get data on non-represented employee issues and how they were resolved after Step 3 of the process. Ms. Greenlee notified the Commission that Labor Relations is gathering the data and will provide information on the results.
- **Office 365:** The Executive Director reported to the Commission that the Civil Service and Public Safety Civil Service Commissions have received their sign on and passwords to access Microsoft Office 365 City including email and SharePoint. The Executive Director stated she requested an exception to have an extension on the frequency of password expiration.  
The Commissioners will be notified if the exception is granted.
- **2016 Joint Meeting with PSCSC:** The regular meeting of the CSC will be at 9:30 am on December 14 followed by the joint meeting at 10:30 am.
- **Adjourn:** All other business before the Commission having been considered, Commissioner de los Santos adjourned the meeting at 9:19 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/14/2016

  
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Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Angelique M. Davis 12/14/2016

  
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Angelique M. Davis  
Commission Chair