



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

Special Meeting

December 14, 2016

Approved January 19, 2017

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission special meeting to order at 11:06 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

October 20, 2016: The Commission reviewed the minutes of October 20, 2016.

Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

- 2. Recognition for Colleen Lafferty:** Commissioner Nark read a proclamation and plaque that was presented to Fire Exams Analyst, Colleen Lafferty who retired from the City of Seattle after thirty-three years of service. The Commissioners each made statements to Colleen thanking her for her dedication and service to the City, Fire candidates and the Commission.

City of Seattle Civil Service Commissions

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

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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3. **Case Status Report/Appeals Update:** The Commission reviewed the year end Case Status Report. Jennifer Greenlee, Executive Director stated the last three appeals filed have been withdrawn including one that was a day away from hearing and there were no new appeals filed. Commissioner Pailca stated that in the future there should be more clarity, given to parties regarding the hearing process and preparing for a hearing to expedite the process and have it move efficiently.
4. **2017 Chair:** Commissioner Hallburton nominated Commission Chair Nark to serve a second term as the Public Safety Civil Service Commission Chair. Commissioner Pailca seconded the motion. Commissioner Nark accepted. The motion passed.
5. **2017 Meeting Schedule:** The Commission reviewed the meeting dates for 2017 and agreed to continue to hold the meetings on the third Thursday of the month with the start time remaining the same at 10:00 am. The meeting scheduled was approved by acclamation.
6. **Executive Director's 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 Public Safety Civil Service and 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 Nark adjourned the meeting at 11:35 am.

Respectfully Submitted by:

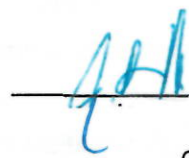
/s/ Teresa R. Jacobs 1/19/2017

/s/ Joel A. Nark 1/19/2017



Teresa R. Jacobs
Administrative Staff Assistant

Date: 1-19-17



Joel A. Nark
Commission Chair

Date: 1-19-17