



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Amy S. Bonfrisco
Commissioner Angelique M. Davis
Commissioner Eric de los Santos

January 16, 2019

Civil Service Commission Special Meeting

Approved, March 20, 2019

Call to Order: Commission Chair Amy Bonfrisco called the meeting to order at 9:38 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Amy S. Bonfrisco
Commissioner Angelique M. Davis
Jennifer A. Greenlee, Executive Director
Jeff Slayton, Assistant City Attorney
Teresa R. Jacobs, Administrative Staff Assistant

Not In Attendance:

Commissioner Eric de los Santos

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

December 20, 2018 CSC Special Meeting: The Commission reviewed the minutes of the December 20, 2018 special meeting. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

December 20, 2018 Joint CSC/PSCSC Meeting: The Commission reviewed the minutes of the December 20, 2018 Joint CSC/PSCSC meeting. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

City of Seattle Civil Service Commissions

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2. **E3 Presentation - Bailey Spingola, SDHR:** Bailey Spingola and Eva Belasko of the Seattle Department of Human Resources presented to the Commission the E3 Performance Management Program for standardized and equitable evaluations for employee performance. Ms. Spingola and Belasko outlined the components of E3 and notified the commission that they would have access online to perform the annual review of the Executive Director. The annual cycle begins in January with goal setting and concludes with the performance appraisal at the end of the year.
3. **CSC Employee Survey:** The Commission will defer until the February meeting.
4. **Case Status Report/Appeals Update:**
 - **Case Status Report:** The Commission reviewed the monthly Case Status Report. The Executive Director updated the Commission on the current appeals:

Current Appeals:

- **Maggio v. SDOT-CSC No. 17-03-006:** Catherine Maggio was present to address the commission. Ms. Maggio requested an extension of the stay to June 1, 2019 to allow her to gather additional information. Commissioner Davis moved to allow final extension until June 1, with an update from Ms. Maggio to the Commission in March. Commission Chair Bonfrisco seconded the motion. The request was approved.
- **Franklin v. Parks-CSC No. 18-07-006:** The Executive Director reported the parties requested to postpone the January hearing while in negotiations for a possible settlement agreement.

5. Executive Director's Report:

- **Budget:** Ms. Greenlee notified the commission that she is awaiting the budget load and finalized budget book for 2019.

6. Old/New Business: There was no Old/New Business.

Adjourn: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 10:26 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/20/2019

 Date: 3-20-19

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Amy S. Bonfrisco 3/20/2019

 Date: 3-20-19

Amy S. Bonfrisco
Commission Chair