



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

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

July 19, 2017

### Civil Service Commission Special Meeting

*Approved October 18, 2017*

**Call to Order:** Commission Chair Eric de los Santos called the regular monthly meeting to order at 9:05 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

#### **In Attendance:**

Commission Chair Eric de los Santos  
Commissioner Amy S. Bonfrisco  
Commissioner Angelique M. Davis  
Jennifer A. Greenlee, Executive Director  
Gary Smith, Assistant City Attorney  
Teresa Jacobs, Administrative Staff Assistant

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

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

**June 21, 2017 CSC Monthly Meeting:** The Commission reviewed the minutes of the June 21, 2017 monthly meeting. Commissioner Bonfrisco moved to amend the minutes to note that Commissioner Davis was not present "due to technical difficulties" with the hearing room, phone conference system. Commissioner Davis seconded the motion. The motion passed and the minutes were approved by acclamation and will be signed by the Chair.

#### **2. Case Status Report/Appeals Update:**

- **Case Status Report:** The Commission reviewed the monthly Case Status Report.
- **Maggio v. SDOT-CSC No. 17-03-006:** The Executive Director reported to the Commission that a new appeal was filed and the 1<sup>st</sup> pre-hearing has been scheduled to take place, July 21, with Hearing Officer Chris Mathews presiding.

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#### City of Seattle Civil Service Commissions

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- **Hearing Officer Resignation:** The Executive Director reported that Hearing Officer Barbara Harris has resigned due to the increase in her workload in her regular employment. Commissioner Davis stated there should continue to be diversity with the pool of hearing officers, and the Commission agreed to pursue hiring a new hearing officer at the beginning of 2018.

### 3. Executive Director's Report:

- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Executive Director reported that the Budget is on track.
- **Employee Elected Commissioner:** The Executive Director reported that two information sessions will take place in September prior to the employee election in November. One session will be held at City Hall in the Office of the City Clerk, and one will be held in the Commissions hearing room. The Executive Director also reported that the Clerk may need to pursue code amendments for the proposed implementation of an electronic voting process for the elections. Commissioner Davis moved to approve the City Clerk to proceed with amending the code. Commission Chair de los Santos seconded the motion. The motion passed.

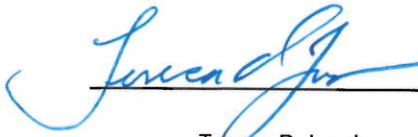
### 4. Old/New Business:

- **Intradepartmental Grievance Procedure:** The Commissioners will review sample letters that are given to employees who are disciplined and will plan to go into Executive Session at the September meeting for discussion.
- **Survey:** The Commission discussed formatting a survey to appellants/employees to get a sense of the service the Commission is providing. The Commissioners will draft survey questions, they will each send their questions to the Executive Director, who will distribute them between the Commissioners for review.
- **Service Credit:** The Commission will revisit in January.

**Adjourn:** All other business before the Commission having been considered, Commission Chair Eric de los Santos adjourned the meeting at approximately 9:55 am.


Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/18/2017

 Date: 10-18-17

Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Eric de los Santos 10/18/2017

 Date: 10-18-2017

Eric de los Santos  
Commission Chair