

**City of Seattle
Civil Service Commission
February 21, 2007 Minutes**

APPROVED MARCH 21, 2007

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of January 24, 2007, Meeting Minutes:** The Commission reviewed the January 24, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update & Review:**
 - **New/Assigned:** The Commission reviewed the following new appeal:
Anderson v. Seattle Center CSC No. 07-01-004
 - **Review: Janos v. Department of Planning and Development-CSC No. 006-07-008:**
Hearing Officer Diane Hess Taylor presided over the appeal and submitted a Decision and Order on Issue of Jurisdiction. Commissioner Schubert was the Reviewing Officer. Neither party filed a Petition for Review of the order. In the order the Hearing Officer found that "...the matter was concluded in Appellant's favor at Step 2 of the Employee Grievance Procedure." Commissioner Schubert moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.
 - **Review: Johnson v. City Light-Brief-CSC No. 07-04-003:** On February 8, 2007, the parties were notified by Order to submit briefs and relevant documentation to the Commission to determine jurisdiction of the appeal. The Respondent submitted briefs and documentation. The Appellant did not respond. The Commission reviewed and determined that it does not have jurisdiction. Commissioners Casson and Schubert voted to affirm. Commission Chair Jewell abstained and recused himself from the discussion and vote.

DISCUSSION ITEMS

3. **CSC Elections Data Review:** Commission Chair Jewell requested information on how the City would save money by not holding a run-off election for the employee elected Commissioner to the Civil Service Commission. Ms. Graham-Walton researched and presented findings to the Commission. Ms. Graham-Walton will conduct more research and propose election options for the Commission's review.
4. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the Budget is on target for February 2007.
5. **Executive Session: Performance Review:** The Commission did not go into Executive Session. Commission Chair Jewell will complete the performance review for the Executive Director and circulate to the other Commissioners. The review will be considered at their next meeting.
6. **Other:**
 - **Mayor's Officer Boards and Commission Annual Report:** The Executive Director notified the Commission that the Mayor's office is working on its Annual Report and she will submit an updated roster for the Commission.
 - **Mark McDermott, Personnel Director:** Commission Chair Jewell notified the Commission that Mark McDermott has been confirmed as Personnel Director. Ms. Graham-Walton will request the attendance of Mr. McDermott at an upcoming Commission meeting for a general meet and greet and to discuss issues the Commission has been working on.

Adjourn—The meeting adjourned at 10:30 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 3/21/07

Approved by:

/s/ Steven A. Jewell 3/21/07

Teresa R. Jacobs
Administrative Staff Assistant

Steven A. Jewell
Commission Chair

Date