

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

APPROVED APRIL 18, 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
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

New City Attorney for Civil Service Commission: Gary Keese introduced Gary Smith, Assistant City Attorney to the Commission and staff. Gary Smith will transition into the position as Commission attorney in the coming months.

1. **Executive Session-Re: Personnel Matters:** The Commission went into Executive Session at 9:15 a.m. The Executive Session ended at 9:45.
2. **Approval of February 21, 2007, Meeting Minutes:** The Commission reviewed the February 21, 2007 minutes. Commissioner Casson moved to accept the minutes. Commissioner Schubert seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
3. **Monthly Case Status Report & Appeals-New, Update & Review:**
 - The Commission reviewed the monthly case status report. There were no new appeals, or appeals for review.

DISCUSSION ITEMS

4. **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 at its February 21st meeting. Ms. Graham-Walton conducted additional research and presented election options for further review by the Commission. The Commission will not propose any changes to the process. Ms. Graham-Walton will notify the City Clerk of the outcome of the Commission's discussion.

5. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the Budget is on target for March 2007.
6. **Review Appeal Form:** The Commission reviewed and discussed possible changes to the existing appeal form that appellants complete. The Commission wanted to make sure that appellants clarify if they have exhausted their internal grievance processes before filing an appeal with the Commission. Ms. Graham-Walton will draft wording for the section and present it to the Commission for review at the April meeting.
7. **Other:**
 - **2/21/07 Letter to Mark McDermott, Personnel Director:** Commission Chair Jewell issued a letter on behalf of the Commission inviting Mr. McDermott to meet with the Commission for introductions and to discuss issues the Commission has been working on with Personnel prior to his appointment. Mr. McDermott was unable to attend the March meeting; he was therefore invited to attend the Commission's meeting in April.
 - **3/6/07 Letter to Jean West, HR Division, City Light:** Commission Chair Jewell issued a letter on behalf of the Commission to Jean West regarding civil service exemptions and requested advance notice to the Civil Service Commission of City Light's proposed requests for exemptions.
 - **2006 Financial Interest Statements-Boards and Commissions:** Ms. Graham-Walton notified the Commission that Statements of Financial Interest for 2006 are due April 16, 2007.

Adjourn—The meeting adjourned at 10:15 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 4/18/07

Approved by:

/s/ Steven A. Jewell 4/18/07

Teresa R. Jacobs
Administrative Staff Assistant

Steven A. Jewell
Commission Chair

Date