

City of Seattle
Civil Service Commission
May 16, 2007 Minutes

APPROVED: JUNE 20, 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 Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of April 18, 2007, Meeting Minutes:** The Commission reviewed the April 18, 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:**
The Commission reviewed the monthly case status report.
 - Ms. Graham-Walton updated the Commission on the pending decisions regarding jurisdiction in the appeals of **Janos v. DPD** and **Stevens v. SPU**. The Hearing Officer assigned to each appeal has informed Ms. Graham-Walton that the decisions are forthcoming.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission

that the budget is on target for the month of May.

Review Appeal Form: Ms. Graham-Walton presented to the Commission the final draft of the existing appeal form including wording for the section clarifying whether appellant's have exhausted their internal grievance processes before filing an appeal with the Commission. Commissioner Schubert moved to adopt the form. Commissioner Casson seconded the motion. The form was approved.

Adjourn—The meeting adjourned at 9:45 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/20/07

Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/20/07

Steven A. Jewell

Commission Chair

Date