

**City of Seattle**  
**Civil Service Commission**  
**April 16, 2008 Minutes**

**APPROVED MAY 21, 2008**

**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 Gregg Hirakawa

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 March 19, 2008, Meeting Minutes:** The Commission reviewed the March 19, 2008 minutes. Commissioner Hirakawa stated his statement was not captured correctly in the discussion under the *Corrected Language in Proposed Probationary Ordinance*. He had stated that Departments should make an effort to insure that employees are successful when they move to other positions. The statement was corrected. Commissioner Casson moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes as corrected, adopted them by acclamation and the Chair signed.
2. **Review Monthly Case Status Report & Appeals-New, Update, & Review:**  
The Commission reviewed the monthly case status report.
3. **2009 Budget Issue Paper (BIP) Re: Increase in the amount of money allocated for Hearing Officers:** Ms. Graham-Walton inquired if the Commission would like her to request additional funds in the 2009 budget to cover additional hours for CSC Hearing Officers. Ms. Graham-Walton stated that at the end of 2007 the funds for the CSC Hearing Officers were exhausted and some appeals could not be completed and were carried over to 2008. The Commission suggested additional funds should be requested to avoid carrying an appeal over to the next year, as well as for maintaining a timely appeal process. Commissioner Casson moved for the Executive Director to request additional funds for the hearing officer budget. Commissioner Hirakawa seconded the motion. The motion passed.

**DISCUSSION ITEMS**

**4. Monthly Summit (Budget) Report:** Ms. Graham-Walton presented the monthly budget to the Commission, and reported the budget is on target for April.

**5. Old/New Business:**

- **Legislation Update:** The Commission discussed the proposed probationary legislation. Gary Smith, the Commission’s attorney and the Commission’s Executive Director reviewed the legislation and stated that contact was made with Council Staff, the Law Department, and Labor Relations to discuss the legislation and its consistency with probationary period requirements currently in the City’s Collective Bargaining agreements. The Commission was also asked if they would like to make any changes to the document, or if it was final and ready for processing. Commissioner Jewell stated that his preference is to leave the legislation as/is. As the issue has been on the Commission’s agenda for some time and there have been many opportunities for public comment at Commission meetings. The Commission decided it is ready to move forward with the legislation process.

**6. Other**

**MISCELLANEOUS ITEMS**

**7. Staff Vacations/Staff Training & Education:** Ms. Graham-Walton notified the Commission of upcoming staff vacations and staff training and education.

**Adjourn**—The meeting adjourned at 10:00 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 5/21/08

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 5/21/08

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Steven A. Jewell  
Commission Chair

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Date