

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

APPROVED FEBRUARY 13, 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
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 December 19, 2007, Meeting Minutes:** The Commission reviewed the December 19, 2007 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, 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.

The Commission went into Executive Session at 8:34 a.m. the Executive Session ended at 9:45 a.m.:

- **New Appeal: Middleton/SPU v. Personnel CSC No. 08-03-001:**
The appeal of Middleton v. Personnel was dismissed based on untimely filing. Commission Chair Jewell moved to dismiss the appeal. Commissioner Casson seconded the motion. The motion passed.

3. **Executive Director Broadband Base Pay Adjustment:** The Commission agreed that the Market Rate Adjustment (COLA) of 3.8% received in January 2008, was an adequate increase for the Executive Director's base pay. Commission Chair Jewell moved. Commissioner Casson seconded the motion. The motion passed.
- **Executive Director Performance Review:** The Commission agreed to conduct the Executive Director's performance review Bi-annually. The Commission will administer Ms. Graham-Walton's 2007 review in the upcoming months. Commission Chair Jewell moved. Commissioner Casson seconded the motion. The motion passed.

DISCUSSION ITEMS

The following items were taken out of order

5. **Monthly Summit (Budget) Report (No documents):** Ms. Graham-Walton reported that the Finance department is currently loading the budget for 2008.
6. **Update: Mayoral Appointed Commissioner:** Ms. Graham-Walton reported to the Commission that she met with Michael Gilmore, Boards and Commission Administrator for the Office of the Mayor to discuss prospects for the Mayoral Appointed Commissioner. There are currently 3 candidates that Mr. Gilmore will arrange to interview for the position. Ms. Graham-Walton will stay in communication with Mr. Gilmore and participate in the interview process. Ms. Graham-Walton will continue to update the Commission as the process moves ahead.
7. **Review Draft Changes Probationary Legislation:** Ms. Graham-Walton updated the Commission regarding the Probationary Legislation that will go before the Commission's new Council committee assignment which is Culture, Civil Rights, Health and Personnel (CCRHP), chaired by Councilman Licata. The Legislation is sponsored by Councilmember McIver and will be considered the 1st quarter of 2008.
8. **Staff Vacation-Rescheduling of February Meeting:** The Executive Director requested vacation during the week of the Presidents' Day Holiday, February 18th. The Commission agreed to reschedule the February 20th Commission meeting to February 13th.

4. Interview Hearing Officer: Christopher Mathews, Attorney

The Commission went into Executive Session at 10:25 a.m. The Executive Session ended at 10:40 a.m. Commissioner Chair Jewell moved to hire Christopher Mathews as a Hearing Examiner, Pro Tem. Commissioner Casson seconded the motion. The motion passed.

Old Business: The Executive Director reminded the Commission of their request for information on remedial orders. The Commission would like to issue a reminder to Department Heads that they should be following Personnel Rules when hiring non-exempt City employees. There has been a steady increase in complaints and appeals to the Commission about hiring processes.

New Business: The Commission questioned the adequacy of pay for Hearing Officers. The ED looked into the pay issue before, but will provide the Commission with information at the February meeting.

Adjourn—The meeting adjourned at 10:41 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/13/08

Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/13/08

Steven A. Jewell

Commission Chair

Date