

City of Seattle
Civil Service Commission
February 18, 2009

APPROVED APRIL 22, 2009

Call to Order: Commission Chair Ellis Casson called the regular meeting to order at 9:40 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Gregg Hirakawa

Commissioner Steven Jewell

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: Ellen Whitton was present but did not address the Commission.

1. Approval of Minutes:

- **Approval of January 21, 2009 Meeting Minutes:** The Commission reviewed the minutes of January 21, 2009. Commissioner Jewell moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, 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 including update and review of the following appeals.

- **Executive Session:** The Commission went into Executive Session at 9:45 a.m. The Executive Session ended at 9:55 a.m.

Review: Phelps v. City Light-CSC No. 08-02-002 CSC Hearing Officer Christopher Mathews presided over the appeal and issued a Findings of Fact, Conclusions of Law, and Decision. Commissioner Hirakawa was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Officer found that "a Justifiable Cause exists to support Seattle City Light's disciplinary termination of appellant." The appeal was denied, and termination upheld. Commissioner Hirakawa moved to affirm the decision of the Hearing Officer. Commissioner Casson seconded the motion. Commissioner Jewell recused himself. The motion passed.

New Appeal: Whitton v. Seattle Public Library CSC No 09-01-003: The Commission reviewed this appeal and ruled in favor of the language per the Seattle Municipal Code, section 4.13.020 that Seattle Public Library employee positions are exempt from Civil

Service. The Commission does not have jurisdiction over this appeal. Commissioner Jewell moved to dismiss based on the language in the Seattle Municipal Code. Commissioner Hirakawa seconded. The motion passed.

New Appeal: Montstream v. City Light CSC No. 09-01-004: The Commission reviewed a new appeal where the appellant alleges she was not a probationary employee at the time of discharge, and her position was a lateral transfer. The Executive Director assigned the appeal to Hearing Officer Diane Hess Taylor to determine jurisdiction. Counsel will research the issue of the appeal; the Commission will revisit the issue at the March meeting. Commissioner Jewell moved to leave the Executive Director action in place while legislation regarding Trial Service/Probationary period legislation is decided. Commissioner Hirakawa seconded the motion. The motion passed.

DISCUSSION ITEMS

3. **Trial Service/Probationary Period Draft Ordinance:** Ms. Graham-Walton reported to the Commission that she met with representatives from the Personnel department to discuss the concerns the Commission had with the language in the draft. Ms. Graham-Walton informed the Commission that an agreement was reached and the language was revised. Commissioner Jewell moved to send an email to the Personnel Director informing him the CSC is prepared to move forward with Legislation. Commissioner Hirakawa seconded the motion. The motion passed.
4. **Monthly Summit (Budget) Report:**
Ms. Graham-Walton reported the budget is on target for February 2009
5. **Old/New Business:**
 - **Rules Changes to Address Technology:** Staff will look into amending rules and posting in the Daily Journal of Commerce requests for public comment on potential rules changes.
 - **Pro Tem CSC Hearing Officer Title/Salary Adjustment:** At the January meeting the Commission approved staff to move forward with a salary adjustment for the “senior” CSC hearing officer. The Executive Director submitted a Pay Range request to Personnel to change the salary for the hearing officer.

6. **Other: March and April Commission Meeting Date Change to the 4th Wednesday (March 25 & April 22, 2009):** The Commission agreed to move the March and April meeting dates from the Third Wednesday to the Fourth Wednesday to accommodate staff and Commission schedules.

Adjourn—the meeting adjourned at 10:34 a.m.

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs 4/22/09

/s/ Ellis H. Casson 4/22/09

Teresa R. Jacobs
Administrative Staff Assistant

Ellis H. Casson
Commission Chair

Date