

City of Seattle
Civil Service Commission
June 17, 2009

APPROVED JULY 15, 2009

Call to Order: Commission Chair Ellis Casson 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 Gregg Hirakawa

Commissioner Steven Jewell

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up to speak

1. Approval of Minutes:

Approval of June 17, 2009 Meeting Minutes: The Commission reviewed the minutes of June 17, 2009. Commissioner Hirakawa stated the spelling of his name was incorrect.

Commissioner Jewell moved to accept the minutes as corrected. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair will sign corrected minutes at the next scheduled commission meeting.

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 which are delegated to CSC Hearing Officers:

•**Tucker v. City Light-CSC No. 09-07-005 •Oliver v. DoIT-CSC No. 09-03-006 •Zukaitis v. SPU-CSC No. 09-01-007**

- **Executive Session:** The Commission went into Executive Session regarding the Montstream appeal at 10:05 a.m. The Executive Session ended at 10:20 a.m.

Review: Montstream v. City Light CSC No. 09-01-004: CSC Hearing Officer Diane Hess Taylor presided over the appeal and issued a Decision on City's Motion for Summary Judgment.

Commissioner Jewell was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Officer denied the City's Motion for Summary Judgment. Commissioner Jewell moved to accept the decision of the Hearing Officer. Commissioner Hirakawa seconded the motion. The motion passed. The Commission considered whether the Commissioners or Diane Hess Taylor, CSC Hearing Officer would conduct the hearing in this appeal. The Commission agreed to have the CSC Hearing Officer hear the appeal.

DISCUSSION ITEMS

3. **Draft 2007-2008 Annual Report:** The Commission reviewed the draft of the 2007-2008 Annual Report. Commissioner Jewell moved to accept the report as written. Commissioner Hirakawa seconded the motion. The motion passed. Staff will distribute the Annual Report (electronically) to all City HR Directors, Managers and Representatives.

4. **Monthly Summit (Budget) Report:**
Ms. Graham-Walton reported the budget is on target for June 2009

5. **Old/New Business:**

- **Update-Trial Service Period:** The Executive Director reported that a memo was distributed to HR Directors, Managers and Representatives notifying them of amendments to the Seattle Municipal Code. Personnel will revise the Personnel Rules to incorporate the changes.

6. **Other:**
 - **Contact with Departments that Have Been Inconsistent with Discipline Letters:**
Ms. Graham-Walton reported that several departments have been inconsistent sending copies of discipline letters to the Civil Service Commission. A letter will be issued by the Commission Chair to departments notifying them of the inconsistency and reminding Departments that the Commission should be receiving copies of disciplinary letters.

 - **Forego July or August Meeting/Approval of Meetings through December**
The Commission will hold a meeting in July and schedule the August meeting as tentative. Meetings for the remainder of the year will be on the third Wednesday.

Adjourn: The meeting adjourned at 10:30 a.m.

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs 7/15/09

/s/ Ellis H. Casson 7/15/09

Teresa R. Jacobs

Administrative Staff Assistant

Ellis H. Casson

Commission Chair

Date