

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
December 16, 2014**

Mary Doran, Chair, called the regular meeting to order at 9:30 a.m. Present were Mary Doran, Cheryl Beckett, Jim DeWalt, Phyllis Gabel and Craig Hult.

Agenda Item I.

Approval of Minutes:

Ms. Doran introduced the minutes from the regular meeting of November 18. Hearing no changes or corrections to the minutes, Ms. Doran stated that the minutes were approved as submitted.

Agenda Item II.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for November:

Announcements issued:	8	Classifications revised:	2
Examinations:	88	Classifications new/deleted:	1/0
Requisitions received:	26	Title changes:	0
Requisitions certified:	38	Class Surveys completed:	0
Requisitions pending	13	Class Surveys in progress	16
Requisitions canceled	2		

Average days from department initiation of request to receipt in Civil Service	13.4
Average days from requisition receipt to certification	0.5

The Chief Examiner, Ms. Gita George-Hatcher thanked Ms. Mary Doran for her 11 years on the Commission, and noted that this was to be her last meeting on the Commission. Ms. George-Hatcher commented on the level of commitment to the City that was demonstrated by Ms. Doran in having served on the Commission since 2003, and that she would be missed. Staff presented her with a token of their appreciation. Ms. George-Hatcher thanked Mr. Jim DeWalt for his service to the Commission and staff also presented Mr. Jim DeWalt with a token of appreciation. Mr. DeWalt's term was also expiring as of December 31, however, the Mayor had not yet appointed anyone to fill the vacancy so it was not yet certain whether this would be Mr. DeWalt's last meeting as Commissioners are expected to remain on the Commission until a successor has been appointed. Mr. Mark Lindsey will be replacing Ms. Doran.

The Chief Examiner presented a new organizational chart for the Spokane Police Department. She also reported on a new ordinance that was adopted by City Council on December 8, adding a new Section 3.07.330 to Chapter 3.07 of the Spokane Municipal Code requiring departments for provide organizational charts and justification for the creation of exempt positions to Civil Service and to City Council prior to legislative action being taken by Council. She distributed copies of the ordinance and reported that it was being sent to the Mayor for his action. She reported that this was the fifth and final day for the ordinance to be sent to the Mayor and that he had ten days to sign, not sign or veto the ordinance. She commented that this was a good sign and show of support for Civil Service from the Council and Ms. Doran agreed.

Ms. George-Hatcher also reported that she was handing out the 2015 Civil Service budget to the Commissioners for review, that there was no action needed from the Commission at this time and that it would be provided next month as part of the Business Plan for 2015.

Ms. George-Hatcher further reported on additional statistics for the month of November. She reported that the request for quote for Police and Fire Testing had been published this week. She also reported that the contract with NEOGOV was in the process of being finalized and that it would be sent to NEOGOV as soon as it was ready with implementation beginning by mid January or early February. Ms. Phyllis Gabel commented that this was great and Ms. Doran thanked Ms. George-Hatcher, commenting that staff had been very busy once again.

Agenda Item III.

Classification Resolution

Ms. George-Hatcher introduced the classification of Inventory Control Specialist, SPN 171 and stated that it has the concurrence of Labor and Management for adoption. She stated that a detailed survey of the incumbent who was previously classified as Accounting Clerk was conducted and it was found that the incumbent was performing the work of the new classification and that the new classification would be a classification that would have utility in other areas of the City.

Ms. Doran asked if there were any questions. There were no questions and the motion to adopt the classification of Inventory Control Specialist was made by Ms. Cheryl Beckett. Mr. Craig Hult seconded the motion and it passed unanimously. Ms. George-Hatcher passed out the resolution for signature and also passed out the resolution from last month's decision to table the decision on the Integrated Medical Services Manager until the decision by the Public Employment Relations Commission.

Agenda Item IV.

Appeal of Removal of Name from Eligibility Register

Ms. Doran introduced the next item on the agenda which was the appeal of removal of name from the eligibility register for Programmer Analyst – SPN 164. Ms. George-Hatcher reported that the individual who wished to appeal was not present at the meeting as he was out of town and that he has requested continuance of the matter to the meeting in January. Ms. George-Hatcher explained that the individual was on the eligibility register for Programmer Analyst and that on October 20th of this year, staff received a complaint from the hiring official at the Spokane Police Department/Technical Assistance Response Unit regarding an inappropriate email that was sent to her by the individual. Also on October 20th staff received a request from the Human Resources Director to remove Mr. Balonwu from the eligibility register. Ms. George-Hatcher passed out copies of the request and reported that the administrative decision to remove the individual's name from the register was made by the Chief Examiner. A letter was sent out to the individual on October 24th informing him of his rights and the deadline to respond. The individual did not respond as required by November 7th, which would have been the 10th working day. He however called the Chief Examiner on November 7th and said he had been out of town and only just saw his mail. He was informed that a written request was due immediately in order for the matter to be filed on time. The individual wrote a letter that was dated November 11th and which our office received on November 14th requesting that he be allowed to appeal. On November 25th, our office sent him a letter stating that the matter would be placed on the Commission's agenda for December 16th in order for the Commission to determine whether to hear the appeal. On December 9th we received another letter from the individual requesting that the matter be extended as he would again be out of town. The Chief Examiner said that the Commission could either make a decision to accept the appeal and allow it to be heard in January since the individual was not present, or postpone the entire matter until January and make a decision on the entire matter at that time.

Ms. Doran asked for discussion and a motion. Ms. Gabel made a motion and said there was a need to discuss the matter. She said she would move that the Commission not hear the appeal due to the lack of timeliness. She commented that the individual was informed on November 7th that he needed to get an appeal request in writing immediately, however, his appeal letter was dated November 11th and the office received it on November 14th. Mr. Hult seconded the motion to not hear the appeal.

Ms. Gabel stated that the individual was clearly out of compliance with Rule XI, Section 3, that he was untimely. Ms. Doran asked whether the individual was a city employee and if the matter could be documented in the file. Ms. George-Hatcher responded that he was not a City employee.

Ms. Beckett commented that if he was telling the truth that he did not see the letter until November 7th and immediately called when he saw the letter, he could have written an appeal and submitted it on that date after he was informed when he called that he needed to file the appeal in writing immediately. The Chief Examiner responded to a question from Ms. Beckett that November 7th was a Friday. Ms. Beckett stated that the individual was informed on Friday that he needed to get a letter in immediately but that he did not write the letter until Tuesday, November 11th. Ms. Beckett noted that because the appeal letter was not written until Tuesday, the response is untimely. Ms. Doran called for a vote on the motion to dismiss the appeal. It was clarified that the motion was to take the entire matter off the table and dismiss the appeal as untimely. The motion to dismiss passed unanimously. Ms. George-Hatcher responded that she would get a resolution ready for signature on that action.

Agenda Item V.
Other Business

Ms. Doran asked if there was any other business. Mr. Joe Cavanaugh, President of Local 270 addressed the Commission and said he wanted to concur with the comments made earlier by the Chief Examiner and also wanted to thank Ms. Doran and Mr. DeWalt for their time and commitment. He commented that he had been involved in working with the Commission since 1981, the longest involvement of anyone, and again thanked the two departing Commissioners as well as the others going in to the New Year. He stated that the Commission's efforts are important to the employees and to the bargaining units. Ms. Doran thanked Mr. Cavanaugh for his comments.

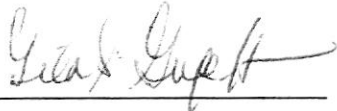
The Chief Examiner reported that the individual nominated by the bargaining unit group was Mr. Mark Lindsey. Ms. Doran confirmed that Mr. Lindsey is a current employee at the County Prosecutor's office who had recently been assigned to Major Crimes, easy to get along with and a good attorney. She said she had been honored to serve on the Commissions and felt that her departure comes at a good juncture with Ms. George-Hatcher and the current staff.

The Chief Examiner also congratulated two staff members Nicole Goes and Ken Hoekema who had recently taken and passed the Examination and Classification Analyst II test and reported that they would be promoted to Analyst II beginning the first pay period of 2015. The Commission and all present congratulated Ms. Goes and Mr. Hoekema.

Ms. Gabel said the calendar of activities for the Commission indicated that the Chief Examiner's evaluation was due in December but was unsure if one would need to be done because Ms. George-Hatcher is very new to the position. She also had a question about whether the

Commission would need to elect a Chair and Vice Chair in January. Mr. Piccolo said that the four members of the Commission would appoint the fifth and that the elections of Chair and Vice Chair could be done in January. He also stated that because the Chief Examiner is new, the evaluation would not need to be done for 2014 but would need to be done for 2015.

There being no additional business, the meeting was adjourned at 9:46 a.m.

A handwritten signature in cursive script, appearing to read "Gita S. George-Hatcher", written over a horizontal line.

Gita S. George-Hatcher
Chief Examiner