

**CITY OF BELLEVUE
CIVIL SERVICE COMMISSION
Special Meeting Minutes**

Wednesday
May 23, 2016
4:00 p.m.

Conference Room 1E-110
Bellevue City Hall
Bellevue, Washington

MEMBERS PRESENT: Ernesto Simas, Chair
Thomas Koger, Vice-Chair
Patricia Sheffels
Tim Tow

OTHERS PRESENT: Lisa Boggess, City Attorney's Office
Evon Hartmann, Human Resources/Secretary Examiner Designee
Jim Jolliffe, Appellant/Police Department
Diane Kendall, Human Resources
Steve Mylett, Police Department
Jerome Roaché, City Attorney's Office
Jon Rosen, Attorney/Rosen Law Firm
Cheryl Zakrzewski, City Attorney's Office
Steve Winterbauer Respondent Representative
William McSeveney, City Attorney's Office
Melissa Chin Legal Advisor for Police

MINUTES TAKER: Michelle Cash, *via recording*

I. CALL TO ORDER

The meeting was called to order at 4:04 p.m. by Mr. Roaché.

II. ROLL CALL

A quorum was present.

III. DETERMINATION FOR SETTING CIVIL SERVICE HEARING

Mr. Roaché explained the purpose of the meeting is to determine the setting of the Civil Service Hearing regarding the City of Bellevue versus Mr. Jolliffe, and whether or not there are any conflicts and/or issues that the Commission needs to be made aware of.

Mr. Roaché noted that the Commission has the following requests from both parties:

- Prehearing conference schedule
- Estimated length of hearing
- Details of proceedings

Mr. Rosen anticipates the hearing to encompass two full days (6 hours per day of hearing time). The suggested timeframe is the end of August or beginning of September. Mr. Roaché questioned if Mr. Jolliffe and Mr. Mylett are available during this timeframe. All parties discussed their schedules and potential conflicts during this timeframe. Mr. Rosen noted that consecutive days are preferred.

After a brief discussion, all parties agreed that the hearing will be held September 12-14, 2016 from 3:00-9:00 p.m.

Mr. Roaché recommended a Court Reporter for the hearing and that both parties share the expense of the Court Reporter. As Mr. Jolliffe's representative, Mr. Rosen will take this request into consideration and advise staff of their preference 30-days prior to the hearing.

Mr. Roaché inquired if a Facilitator/Hearing Examiner is desired for the Hearing. If so, Mr. Roaché recommended that both parties share the expense of the Facilitator/Hearing Examiner. As Mr. Jolliffe's representative, Mr. Rosen will take this request into consideration and advise staff of their preference 30-days prior to the hearing. Mr. Roaché clarified that if a Facilitator/Hearing Examiner is preferred, Commissioners would still be able to speak, request documentation, etc. The Facilitator/Hearing Examiner's role would be to make sure evidence is properly admitted, streamline dialogue/information, assure the Hearing moves along smoothly, etc.

Mr. Roaché informed all parties of the Commissioners' request for a prehearing conference. This would be attended by the Attorney for the Commission (Mr. Roaché), and the respective counsel representatives. In the meantime, both counsel representatives may have offline discussions.

Mr. Roaché questioned if any additional meetings are necessary (outside of the prehearing conference and September hearing). Mr. Rosen requested that a special meeting be scheduled prior to the prehearing and actual hearing (beginning of August). After a brief discussion, it was determined that the special meeting will be scheduled for August 9, 2016 at 4:00 p.m.

IV. ADJOURNMENT

By general consensus, the special meeting was adjourned at 4:40 p.m.