



# City of Seattle

---

## CIVIL SERVICE COMMISSIONS

### The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

## AGENDA\*

### THE CIVIL SERVICE COMMISSION

#### SPECIAL MEETING

*The Agenda is subject to change to address immediate Commission concerns.*

**DATE:** Monday, May 18, 2020

**TIME:** 2:00 pm

**LOCATION:** *In-person attendance is currently prohibited per the Washington Governor's Proclamation No. 20-28, until further notice. Meeting participation is limited to access by Skype link or call in numbers*

Skype Link: <https://meet.seattle.gov/teresa.jacobs/VVC6ZSBN>

206-386-1200,,6661133# (US)

English (United States)

844-386-1200,,6661133# (US)

English (United States)

Conference ID: **6661133**

206-684-5900,,6661133# (US)

English (United States)

Should you receive a busy signal when dialing 206-386-1200, you are encouraged to hang up and dial 206-684-5900. Regardless of which number is dialed, the conference ID within the meeting invite will remain the same.

***Meeting documents will be posted to the commission website the morning of the meeting.***

<http://www.seattle.gov/civil-service-commission/monthly-meetings>

---

## CALL TO ORDER-LAND ACKNOWLEDGMENT-INTRODUCTIONS-PUBLIC COMMENT

### 1. APPROVAL OF MINUTES

- **February 24, 2020-Special Meeting**

---

#### City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

*An equal employment opportunity employer. Accommodations for people with disabilities provided upon request*

2. **EXECUTIVE DIRECTOR REPORT**

- **COVID-19 Update**
- **Executive Director Council Confirmation Update**
- **Budget Update**
- **Financial Interest Statements Update**

3. **CASE STATUS REPORT/APPEALS UPDATE**

4. **OLD/NEW BUSINESS**

**ADJOURN**

**Next Meeting: June 15, 2020 @ 2:00 pm**

\*You may sign up at the CSC website <http://www.seattle.gov/civil-service-commission> to receive regular and special meeting notices and agendas.

Request for public records can be made through the City Public Records Request Center: <http://www.seattle.gov/public-records>



# City of Seattle

---

## CIVIL SERVICE COMMISSIONS

### The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

**February 24, 2020**  
**Civil Service Commission**  
**Special Meeting\***  
**Approved: May 18, 2020**

**Call to Order:** Commission Chair Amy Bonfrisco called the special meeting to order at 10:00 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Gary Smith, Assistant City Attorney

**Not in Attendance:**

Teresa R. Jacobs, Administrative Staff Assistant

**Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:**

*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

**PUBLIC COMMENT:** No one signed up to speak

- 1. Open Public Meetings Act Training-Gary Smith, ACA:** Assistant City Attorney Gary Smith conducted OPMA training for the commissioners. Commissioners are required to receive the training at intervals of no longer than four years.

---

**City of Seattle Civil Service Commissions**

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 386-1301, Fax: (206) 684-0755, <http://www.seattle.gov>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

## 2. Approval of Minutes:

- **December 19, 2019-Special Joint Meeting of the CSC & PSCSC:** The Commission reviewed the minutes of the December 19, 2019 Special Joint Meeting of the CSC & PSCSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **December 19, 2019-Special Meeting of the CSC:** The Commission reviewed the minutes of the December 19, 2019 Special Meeting of the CSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **January 22, 2020-Joint Meeting of the CSC & PSCSC:** The Commission reviewed the minutes of the January 22, 2020 Special Joint Meeting of the CSC & PSCSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

3. **Executive Director Council Appointment Update-Teresa Chen, Assistant City Attorney:** Teresa Chen, Assistant City Attorney, gave an update on the appointment of Ms. Scheele as permanent Executive Director. On January 22<sup>nd</sup> the PSCSC and CSC at its joint meeting approved the permanent appointment of Ms. Scheele. The interim position Ms. Scheele is currently in will be renewed for 120 days due to the pending formation of the City Council Committee. The Executive Director appears before the committee before moving forward to the full City Council for confirmation. Ms. Scheele is working with Council staff to schedule to appear before the committee. Commissioner Davis moved to renew the appointment of the Interim Executive Director. Commission Chair Bonfrisco seconded the motion. The motion was approved.

## 4. 2020 Commission

- **Chair selection:** Commissioner Davis moved for Commissioner Bonfrisco to serve a second term as the CSCC Chair. Commissioner Wideman-Williams seconded the motion. The motion was approved.
- **Meeting Schedule:** Commissioner Davis requested the commission consider moving the Commission meetings due to conflicts with her schedule on Wednesdays; the current regular meeting schedule. Commissioner Bonfrisco moved to the hold a Special meeting on March 30<sup>th</sup> at 2:00 pm and meetings thereafter will be held on the third Monday at 2:00 pm. The motion was approved. Commissioner Wideman-Williams waived written notice of the meeting. ~ RCW 42.30.080

## 5. Executive Director Report:

- **Hearing Room IT Project Update:** Ms. Scheele reported the Hearing room audio/video project is near completion.
- **Budget:** The commission reviewed the budget report. Ms. Scheele gave background on the surplus funds that could possibly remain at the end of the year. The commission inquired about commission staff trainings and development and stated they were supportive of staff seeking development trainings. Commissioner Wideman-Williams suggested a budget planning exercise to identify the areas that the commission would use budget funds to cover for space planning, purchasing, administrative needs or trainings. Ms. Scheele stated staff will meet to the put together department work plan and she will add it to the plan and provide information to the commission.
- **Guest Speakers:** Ms. Scheele presented a list of potential speakers to invite to the commission.

### Departmental Work Update:

- **Survey:** Commissioners Bonfrisco and Davis provided a background on the purpose of the survey. Commissioner Davis suggested the department explore hiring an intern to work on the data results of the survey.
- **New Employee Orientation:** Ms. Scheele reported she presented at the January New Employee Orientation and she is receiving feedback from the facilitator.
- **Biannual Report:** Ms. Scheele stated staff will include on the workplan developing a biannual report. Ms. Davis stated that would also be a project an intern could provide for the commission.
- **PSCSC:** Ms. Scheele reported she is currently working with the Fire and Police Exams Analysts on Fire and Police lateral and entry level exams. She also reported that she developed a workgroup for the Veteran's Preference Rulemaking and is also working on the Service Preference Points and in communication about the issue with the Community Police Commission.

**Case Status Report/Appeals Update:** There are no new appeals.

## 6. Old/New Business: No Old/New business.

**Adjourn:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 12:00 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/18/2020

/s/ Amy S. Bonfrisco 5/18/2020

Date:

Date:

---

Teresa R. Jacobs  
Administrative Staff Assistant

---


Amy S. Bonfrisco  
Commission Chair

\*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>

DRAFT

# WASHINGTON'S PHASED APPROACH

## Reopening Business and Modifying Physical Distancing Measures

	 Phase 1	 Phase 2	 Phase 3	 Phase 4
<b>High-Risk Populations*</b>	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> <li>- Outdoor group rec. sports activities (5-50 people)</li> <li>- Recreational facilities at &lt;50% capacity (public pools, etc.)</li> </ul>	Resume all recreational activity
<b>Gatherings (social, spiritual)</b>	<ul style="list-style-type: none"> <li>- None</li> <li>- Drive in spiritual service with one household per vehicle</li> </ul>	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
<b>Travel</b>	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
<b>Business/ Employers</b>	<ul style="list-style-type: none"> <li>- Essential businesses open</li> <li>- Existing construction that meet agreed upon criteria</li> <li>- Landscaping</li> <li>- Automobile sales</li> <li>- Retail (curb-side pick-up orders only)</li> <li>- Car washes</li> <li>- Pet walkers</li> </ul>	<ul style="list-style-type: none"> <li>- Remaining manufacturing</li> <li>- New construction</li> <li>- In-home/domestic services (nannies, housecleaning, etc.)</li> <li>- Retail (in-store purchases allowed with restrictions)</li> <li>- Real estate</li> <li>- Professional services/office-based businesses (telework remains strongly encouraged)</li> <li>- Hair and nail salons/Barbers</li> <li>- Housecleaning</li> <li>- Restaurants &lt;50% capacity table size no larger than 5</li> </ul>	<ul style="list-style-type: none"> <li>- Restaurants &lt;75% capacity/ table size no larger than 10</li> <li>- Bars at &lt;25% capacity</li> <li>- Indoor gyms at &lt;50% capacity</li> <li>- Movie theaters at &lt;50% capacity</li> <li>- Government (telework remains strongly encouraged)</li> <li>- Libraries</li> <li>- Museums</li> <li>- All other business activities not yet listed except for nightclubs and events with greater than 50 people</li> </ul>	<ul style="list-style-type: none"> <li>- Nightclubs</li> <li>- Concert venues</li> <li>- Large sporting events</li> <li>- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene</li> </ul>

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
General Government	341900 - General Government-Other Rev	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Personnel Benefits	520010 - Fica	19,157	19,712	726	0	18,986	3.7 %
	520011 - Fica Fsa Dcap & Health	0	0	119	0	(119)	
	520020 - Medicare	4,794	4,924	170	0	4,754	3.4 %
	520070 - Insurance Prem-Health & Dental	33,852	33,852	14,105	0	19,747	41.7 %
	520080 - Insurance-Wash St FML	374	374	(216)	0	590	(57.7) %
	520090 - Insurance-Group Fund Life	263	263	0	0	263	0.0 %
	520100 - Insurance-Longterm Disability	50	50	0	0	50	0.0 %
	520110 - Insurance-Death Benefit Pay	24	24	0	0	24	0.0 %
	520300 - Pension-City Retirement Sys	46,230	47,593	1,875	0	45,719	3.9 %
	520320 - Employee Assistance Premium	48	48	47	0	1	98.2 %
Salaries & Wages Summary	510010 - Salaries & Wages	245,645	254,597	21,309	0	233,288	8.4 %
	510020 - Holiday	0	0	551	0	(551)	
	510030 - Sick Leave	0	0	432	0	(432)	
	510040 - Vacation	0	0	774	0	(774)	
	510060 - Termination Pay-Other	0	0	251	0	(251)	
	510070 - Part Time-Salaries & Wages	33,615	33,615	0	0	33,615	0.0 %
	510110 - Salaries & Wages-Temp/Intermit	1,151	1,151	0	0	1,151	0.0 %
	510170 - Overtime	0	0	40	0	(40)	
	510240 - Executive Leave Used	0	0	369	0	(369)	
	510300 - Other Paid Time Off	0	0	20	0	(20)	
		<b>385,203</b>	<b>396,203</b>	<b>40,572</b>	<b>0</b>	<b>355,631</b>	<b>10.2 %</b>
Services	541120 - Services-Technology	0	0	3,751	0	(3,751)	
	541300 - Services-Advertising	0	0	1,200	0	(1,200)	
	541310 - Services-Legal Notices	500	500	0	0	500	0.0 %
	541320 - Services-Court Reporters	500	500	0	0	500	0.0 %
	541550 - Services-Parking	200	200	0	0	200	0.0 %
	542020 - Rentals-Parking	0	0	700	0	(700)	
	542900 - Rentals-Other	3,350	3,350	1,689	0	1,661	50.4 %
	544010 - Reimburse-Conf,Seminar,Reg Fee	600	600	0	0	600	0.0 %
	544050 - Reimburse-Meetin Refresh&Meals	500	500	0	0	500	0.0 %
	545010 - Travel Costs-Out-Of-City	2,100	2,100	0	0	2,100	0.0 %
	545030 - Travel Costs-Conf, Conv, Sem	1,533	1,533	0	0	1,533	0.0 %



Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
Services	546010 - Fees-Dues & Memberships	1,000	1,000	0	0	1,000	0.0 %
	549020 - Isf-Fas Alloc	92,568	92,568	38,570	0	53,998	41.7 %
	549070 - Isf-ltd Alloc	26,567	26,567	11,045	0	15,522	41.6 %
	549080 - Isf-ltd Billed	2,305	2,305	1,705	0	600	74.0 %
	549100 - SDHR Allocation	6,421	6,421	2,140	0	4,281	33.3 %
Supplies	531030 - Supplies-Office Supplies	2,700	2,700	278	0	2,422	10.3 %
	532020 - Equipment-Software Purchases	0	0	107	0	(107)	
Intergov Services And Payments	550070 - Intergov-Licenses & Permits	50	50	0	0	50	0.0 %
		<b>140,894</b>	<b>140,894</b>	<b>61,186</b>	<b>0</b>	<b>79,708</b>	<b>43.4 %</b>
		<b>526,097</b>	<b>537,097</b>	<b>101,758</b>	<b>0</b>	<b>435,339</b>	<b>18.9 %</b>
Personnel Benefits	520010 - Fica	0	0	4,354	0	(4,354)	
	520020 - Medicare	0	0	1,018	0	(1,018)	
	520080 - Insurance-Wash St FML	0	0	106	0	(106)	
	520090 - Insurance-Group Fund Life	0	0	34	0	(34)	
	520100 - Insurance-Longterm Disability	0	0	13	0	(13)	
	520110 - Insurance-Death Benefit Pay	0	0	12	0	(12)	
	520300 - Pension-City Retirement Sys	0	0	10,298	0	(10,298)	
	510010 - Salaries & Wages	0	0	56,690	0	(56,690)	
Salaries & Wages Summary	510020 - Holiday	0	0	1,459	0	(1,459)	
	510030 - Sick Leave	0	0	878	0	(878)	
	510040 - Vacation	0	0	1,928	0	(1,928)	
	510070 - Part Time-Salaries & Wages	0	0	8,600	0	(8,600)	
	510110 - Salaries & Wages-Temp/Intermit	0	0	45	0	(45)	
	510240 - Executive Leave Used	0	0	2,166	0	(2,166)	
	510300 - Other Paid Time Off	0	0	537	0	(537)	
			<b>0</b>	<b>0</b>	<b>88,137</b>	<b>0</b>	<b>(88,137)</b>
		<b>0</b>	<b>0</b>	<b>88,137</b>	<b>0</b>	<b>(88,137)</b>	
		<b>526,097</b>	<b>537,097</b>	<b>189,895</b>	<b>0</b>	<b>347,202</b>	<b>35.4 %</b>

**Civil Service Commissions (VC110)**  
**Commissioners/Employees Required to File FIS for 2019**

Last Name	First Name	Position	Email	Returned
Connole	Stacy	PSCSC Commissioner	<a href="mailto:Commissoner.Stacy.Connole@seattle.gov">Commissoner.Stacy.Connole@seattle.gov</a>	✓
Nark	Joel	PSCSC Commissioner	<a href="mailto:Commissioner.Joel.Nark@seattle.gov">Commissioner.Joel.Nark@seattle.gov</a>	✓
Scheele	Andrea	Executive Director	<a href="mailto:Andrea.Scheele@seattle.gov">Andrea.Scheele@seattle.gov</a>	✓
Bonfrisco	Amy	CSC Commissioner	<a href="mailto:Amy.Bonfrisco@seattle.gov">Amy.Bonfrisco@seattle.gov</a>	✓
Davis	Angelique	CSC Commissioner	<a href="mailto:Commissioner.Angelique.Davis@seattle.gov">Commissioner.Angelique.Davis@seattle.gov</a>	✓
Wideman-Williams	Mary	CSC Commissioner	<a href="mailto:Commissioner.Mary.Wideman-Williams">Commissioner.Mary.Wideman-Williams</a>	✓

**100%**  
**Compliance**