



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, Executive Assistant

AGENDA*

THE CIVIL SERVICE COMMISSION

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

DATE: Monday, May 17, 2021

TIME: 2:00 pm

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m2820e8817fc654955754bf38770bcd55>

Join by meeting number

Meeting number (access code): 187 066 9887 Meeting password: EQmRwa7Pq78

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+1-206-207-1700,,1870669887## United States Toll (Seattle)

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Join by phone

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AGENDA

The Civil Service Commission

May 17, 2021

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

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

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. INTRODUCTIONS
3. LAND RECOGNITION

4. APPROVAL OF MINUTES

- February 16, 2021-Monthly Meeting
- March 15, 2021-Monthly Meeting
- April 19, 2021-Work Retreat

5. CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES

- Case Status Report

6. CSC ADMINISTRATION

- April 19 Commission Retreat- Continue anti-racist work discussion
- Schedule Next Retreat Date
- Financial Interest Statements

7. EXECUTIVE DIRECTOR REPORT

- Departmental Work Update
- Budget Update

8. OLD/NEW BUSINESS

9. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: June 21, 2021 @ 2:00 pm

***Agendas and Special Meeting Notices**

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

Request for public records can be made through the City Public Records Request Center:

<http://www.seattle.gov/public-records>

- 4. APPROVAL OF MINUTES**
 - **February 16, 2021-Monthly Meeting**
 - **March 15, 2021-Monthly Meeting**
 - **April 19, 2021-Work Retreat**

- **February 16, 2021-Monthly Meeting**



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February 16, 2021

Civil Service Commission Special Meeting*

Approved: May 17, 2021

Call to Order: Commission Chair Amy Bonfrisco called the meeting to order at 3:04 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive 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. APPROVAL OF MINUTES

- **January 11, 2021:** The Commission reviewed the minutes of the January 11, 2021 monthly meeting. Commissioner Davis moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

City of Seattle Civil Service Commissions

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

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

2. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update: Smith Hearing:** Ms. Scheele reported that the appeal hearing that was scheduled for March has been withdrawn. **ADA Planning:** Ms. Scheele reported that staff will work on the best practices and procedures for coordinating accommodations requested by City employees. Staff will meet with City Title I & Title II representatives for guidance on the process. **PSCSC:** Ms. Scheele reported the Public Safety Civil Service Commission completed a four-day hearing in January. The panel will meet weekly to deliberate on a decision. **Staff Remote Work:** Staff continues to work from home and meets regularly with HR and IT.
- **Budget Update** Ms. Scheele reported the adopted budget was loaded. 28k will be requested of City Council to legislate as a carryover for the department. The 2022 schedule has been received and change requests for 2022 will be due later this year. Ms. Scheele announced the commission has a new budget analyst, Arushi Kumar. Ms. Kumar will be invited to a future commission meeting.

3. CASE STATUS REPORT/APPEALS UPDATE

The commission reviewed the current case status report.

- **Gina Kim v. Seattle Public Utilities, CSC No. 20-07-013:** Ms. Scheele reported Ms. Kim who is appealing the Executive Director's decision dismissing her appeal for lack of jurisdiction, will meet with staff for a Q&A on appeal process and procedures. The department has also been invited to the meeting.
- **Robert Smith v. Department of Finance and Administrative Services:** The appellant withdrew his appeal and the hearing in March has been cancelled. A Dismissal Order will be sent to the parties.

4. 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 3:31 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/17/2021

/s/ Amy S. Bonfrisco 5/17/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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DRAFT

- **March 15, 2021-Monthly Meeting**



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Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

March 15, 2021

Civil Service Commission Special Meeting*

Approved: May 17, 2021

Call to Order: Commission Chair Amy Bonfrisco called the meeting to order at 2:06 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

In Attendance:

Commission Chair Amy S. Bonfrisco
Commissioner Mary Wideman-Williams
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

Not in Attendance:

Commissioner Angelique M. Davis

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.

Items were taken out of order:

2. CASE STATUS REPORT/APPEALS/UPDATES: [Gina Kim v. Seattle Public Utilities, CSC No. 20-07-013:](#)

On November 19, 2020, Ms. Kim filed an appeal with CSC of her department SPU's decision to deny her grievance. The Executive Director dismissed her appeal for lack of jurisdiction. Ms.

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Kim was present to request the commission review the decision of the Director. Spruce Metzger, Seattle Public Utilities Employee & Labor Relations Manager was present on behalf of the department. The parties were given an opportunity to address the commission. Ms. Kim and Tia Jones addressed the commission.

- **Executive Session:** The commission went into Executive Session at 2:43 pm to deliberate on the Kim v. SPU matter. The Executive Session ended at 3:15. The commission unanimously voted to uphold the decision of Director Scheele.

1. APPROVAL OF MINUTES

- **February 16, 2021:** This will be carried over to the next meeting.

3. CSC ADMINISTRATION

- **April 19 Commission Retreat- Discussion:** The commission discussed topics they would like to address at the April 19 retreat.
- **Financial Interest Statements:** Ms. Jacobs notified the commission that Financial Interest Statements are due on April 15, 2021.

4. EXECUTIVE DIRECTOR REPORT This will be carried over to the next meeting.

- **Departmental Work Update**
- **Budget Update**

5. OLD/NEW BUSINESS

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 3:30 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/17/2021

/s/ Amy S. Bonfrisco 5/17/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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- **April 19, 2021-Work Retreat**



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Teresa Jacobs, Executive Assistant

April 19, 2021

Civil Service Commission Retreat

Approved: May 17, 2021

Call to Order: Commission Chair Amy Bonfrisco called the retreat to order at 1:00 pm. The retreat was held via WebEx per the Washington Governor's Proclamation No. 20-28.

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

CALL TO ORDER- INTRODUCTIONS

1. OPENING, LIBERATING STRUCTURE EXERCISE

Teresa Jacobs, the Commission's Executive Assistant opened the retreat with a Land Acknowledgement to the Coast Salish land and the Duwamish, Suquamish, Stillaguamish, and Muckleshoot Tribes.

Andrea Scheele, Executive Director facilitated a Liberating Structures group exercise.

2. CSC'S MISSION/NORTH STAR: Commissioner Mary Wideman-Williams led discussion on the Commission's hallmark of Who We Are, What We Do, and Who We Serve as a commission.

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3. **ANTI-RACISM:** Commissioner Angelique Davis led discussion on Recognizing CSC's role as part of a racist institution, and actively working to:
- Undo past harm;
 - Embed equity in every aspect of the CSC's function;
 - Help dismantle existing racist structures and practices.

CSC commissioners discussed their commitment to embed social justice and equity in its processes.

4. **ROLES AND RESPONSIBILITIES :** Commission Chair Amy Bonfrisco led discussion on roles of a commissioner. The commission discussed the hearing process, their roles presiding, deliberating, and drafting decisions.

5. **CLOSING:** The commission agreed to hold another retreat by the end of the year to follow up and gauge action on today's topics, and further discuss the work of the commission.

6. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission did not go into Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the retreat at approximately 3:30 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/17/2021

/s/ Amy S. Bonfrisco 5/17/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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5. **CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES**
 - **Case Status Report**

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT
May 2021**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
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DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER
20-01-017	Smith	FAS	9-14-2020		Suspension	2-10-21-Appellant Withdrew Appeal. Hearing Scheduled for March 2-5, 2021- Canceled	CSC
20-07-013	Kim	SPU	1-4-2021		Appeal Dismissed by the Executive Director	Appellant appeared before the Commission at its March meeting. The Commission upheld the decision of the Executive Director. An Order was issued April 8, 2021	CSC

6. CSC ADMINISTRATION

- **April 19 Commission Retreat- Continue anti-racist work discussion**
- **Schedule Next Retreat Date**
- **Financial Interest Statements**

- **April 19 Commission Retreat- Continue anti-racist work discussion**

- **Schedule Next Retreat Date**

CSC Monthly Meetings Remaining for 2021

June 21

July 19

August 16

September 20

October 18

November 15

December 20

- **Financial Interest Statements**

Civil Service Commissions (Civ)

Commissioners/Employees Required to File FIS for 2020

Last Name	First Name	Position	Returned
Conrole	Stacy	PSCSC Commissioner	✓
Nark	Joel	PSCSC Commissioner	✓
Leggett	Dorothy	PSCSC Commissioner	✓
Scheele	Andrea	Executive Director	✓
Bonfrisco	Amy	CSC Commissioner	✓
Davis	Angelique	CSC Commissioner	✓
Wideman-Williams	Mary	CSC Commissioner	✓

**100%
Compliance**

7. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update**
- **Budget Update**

- **Departmental Work Update**

- **Budget Update**

8. OLD/NEW BUSINESS