



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, August 16, 2021

TIME: 2:00 pm

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m1850eb0cb75664a43f4c30a2eb2b9700>

Join by meeting number

Meeting number (access code): 1463 40 0639 **Meeting password:** EQmRwa7Pq78

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1463400639## United States Toll (Seattle)

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Join by phone

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Global call-in numbers

Join from a video system or application Dial 1463400639@seattle.webex.com

You can also dial 173.243.2.68 **and enter your meeting number.**

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AGENDA

The Civil Service Commission

August 16, 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. PUBLIC COMMENT

5. APPROVAL OF MINUTES
 - July 19, 2021

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

7. CSC ADMINISTRATION
 - Retreat Scheduling & Topic Planning

8. EXECUTIVE DIRECTOR REPORT
 - Departmental Work Update
 - Budget Update
 - CSC Outreach Update

9. OLD/NEW BUSINESS

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

ADJOURN

NEXT MEETING: September 18, 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>

CHAIR (CSC 2.05)

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. LAND RECOGNITION**
- 4. PUBLIC COMMENT**

5. APPROVAL OF MINUTES
JULY 19, 2021



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July 19, 2021

Civil Service Commission Monthly Meeting

Approved: August 16, 2021

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the meeting to order at 2:02 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

2. **INTRODUCTIONS**

Commission and Staff 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

Meeting Attendees/Guests:

Steve Zwerin, Director, HRIU

3. **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.

4. **PUBLIC COMMENT:** No one requested to speak.

5. **HRIU EDUCATION & OUTREACH-Steve Zwerin, Director & Sonia Johnson, Sr.**

Investigator of HRIU: Commissioner Bonfrisco introduced Steve Zwerin the Director of Human Resources Investigations Unit (HRIU). Steve was present to give the commission

City of Seattle Civil Service Commissions

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background on the work of HRIU and its investigations into misconduct, harassment, and discrimination. Steve gave insight into the way the investigation process is conducted, the communication tools that are used with the employee(s) who may have brought the claim to HRIU, and how HRIU may work with employees/managers to resolve conflict, make recommendations for training or coaching when there is no investigation. HRIU has four investigators, which includes an Alternative Dispute Resolution investigator.

6. APPROVAL OF MINUTES-May 17, 2021-The commission reviewed the minutes of May 17, 2021. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Davis seconded the motion. The minutes were approved acclamation and will be signed by the chair.

6. CASE STATUS REPORT/APPEALS/UPDATES:

The commission reviewed the case status report.

7. CSC ADMINISTRATION

There was no discussion

8. EXECUTIVE DIRECTOR REPORT

Departmental Work Update-Ms. Scheele reported that staff continues to work from home and is currently looking at its return to work and opening the public space for in person meetings when the proclamation on opening public meetings is lifted. **Budget Update-**Ms. Scheele reported she continues to work with the budget analyst. There are not significant expenditures for the month. **CSC Outreach Update: Website-**Ms. Scheele showed the commission the updates that have been made on the commission website, including changes and consolidation to the forms page. **Training-**Ms. Scheele reported she recently gave a training to the Human Resources Leadership Team and received very positive feedback. Ms. Scheele reported she will be conducting future trainings with HR staff for Seattle Municipal Court and two trainings for Seattle Department of Transportation, and Finance and Administrative Services. A custom training will be developed for the Police department for the civil service and public safety civil service employees. Future trainings will be with City Light and Small Departments.

9. OLD/NEW BUSINESS- September 18 Retreat-Ms. Scheele notified the commission that she will send alternate dates to the commissioners to reschedule the second part of the CSC retreat.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 3:03 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 8/16/2021

/s/ Amy S. Bonfrisco 8/16/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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6. CASE STATUS REPORT/NEW APPEALS/APPEAL UPDATES

- **Case Status Report**

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

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
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No New or Open Appeals

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

7. CSC ADMINISTRATION

- **Retreat Scheduling & Topic Planning**

8. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update**
- **Budget Update**
- **CSC Outreach Update**

- **Budget Update**

			TRANS_TYPE						
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	117.47		2,582.53	2,582.53	4.4%	95.6%
		549020 - Isf-Fas Alloc	108,285.00	72,189.68		36,095.32	36,095.32	66.7%	33.3%
		541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%	100.0%
		541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%	100.0%
		541550 - Services-Parking	500.00			500.00	500.00	0.0%	100.0%
		542900 - Rentals-Other	2,000.00	1,195.47		804.53	804.53	59.8%	40.2%
		544050 - Reimburse-Meetin Refresh&Meals	200.00			200.00	200.00	0.0%	100.0%
		545010 - Travel Costs-Out-Of-City	1,500.00			1,500.00	1,500.00	0.0%	100.0%
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%	100.0%
		546010 - Fees-Dues & Memberships	1,000.00	87.50		912.50	912.50	8.8%	91.3%
		549070 - Isf-ltd Alloc	20,698.00	13,816.00		6,882.00	6,882.00	66.8%	33.2%
		549080 - Isf-ltd Billed	353.00	1,457.79		(1,104.79)	(1,104.79)	413.0%	-313.0%
		549100 - SDHR Allocation	10,287.00	6,000.75		4,286.25	4,286.25	58.3%	41.7%
		542020 - Rentals-Parking	600.00			600.00	600.00	0.0%	100.0%
		541120 - Services-Technology		1,059.01		(1,059.01)	(1,059.01)		
		532020 - Equipment-Software Purchases	1,000.00			1,000.00	1,000.00	0.0%	100.0%
		533900 - Inventory-Other		115.83		(115.83)	(115.83)		
		545040 - Travel Costs-In City	600.00			600.00	600.00	0.0%	100.0%
		541280 - Services-Courier And Delivery	500.00			500.00	500.00	0.0%	100.0%
		541380 - Services-Admin Charges	1,550.00			1,550.00	1,550.00	0.0%	100.0%
		541140 - Services-Legal Services		35.00		(35.00)	(35.00)		
		531010 - Supplies-Subscrips/Pubs/Books		2,677.27		(2,677.27)	(2,677.27)		
		544010 - Reimburse-Conf,Seminar,Reg Fee		275.00		(275.00)	(275.00)		
	VCCIVILSV - Civil Serv	541250 - Services-Recycling	50.00			50.00	50.00	0.0%	100.0%
		541260 - Services-Disposal Of Materials	50.00			50.00	50.00	0.0%	100.0%
Nonpersonnel Svcs Total			154,406.00	99,026.77		55,379.23	55,379.23	64.1%	35.9%
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	248,874.00		27,935.00	276,809.00	276,809.00	0.0%	100.0%

Personnel Svcs	VADMIN - Leadersh	510020 - Holiday		4,589.28		(4,589.28)	(4,589.28)			
		520010 - Fica	19,409.00	679.50		18,729.50	18,729.50	3.5%	96.5%	
		520020 - Medicare	4,857.00	158.92		4,698.08	4,698.08	3.3%	96.7%	
		520070 - Insurance Prem-Health & Dental	12,876.00	24,160.00		(11,284.00)	(11,284.00)	187.6%	-87.6%	
		520090 - Insurance-Group Fund Life	263.00	6.86		256.14	256.14	2.6%	97.4%	
		520100 - Insurance-Longterm Disability	50.00	1.02		48.98	48.98	2.0%	98.0%	
		520300 - Pension-City Retirement Sys		1,881.89		(1,881.89)	(1,881.89)			
		520080 - Insurance-Wash St FML	379.00	17.03		361.97	361.97	4.5%	95.5%	
		520110 - Insurance-Death Benefit Pay	24.00	3.15		20.85	20.85	13.1%	86.9%	
		520320 - Employee Assistance Premium	48.00	44.88		3.12	3.12	93.5%	6.5%	
		510030 - Sick Leave		1,624.95		(1,624.95)	(1,624.95)			
		520011 - Fica Fsa Dcap & Health		450.54		(450.54)	(450.54)			
		510040 - Vacation		666.00		(666.00)	(666.00)			
		510240 - Executive Leave Used		4,736.00		(4,736.00)	(4,736.00)			
		520120 - Allowances-Special		1,488.00		(1,488.00)	(1,488.00)			
		VCCIVILSV - Civil Serv	510010 - Salaries & Wages		122,214.57		(122,214.57)	(122,214.57)		
			510020 - Holiday		761.44		(761.44)	(761.44)		
			510070 - Part Time-Salaries & Wages	34,057.00	20,000.00		14,057.00	14,057.00	58.7%	41.3%
			520010 - Fica		8,841.40		(8,841.40)	(8,841.40)		
			520020 - Medicare		2,067.75		(2,067.75)	(2,067.75)		
			520090 - Insurance-Group Fund Life		73.14		(73.14)	(73.14)		
			520100 - Insurance-Longterm Disability		12.28		(12.28)	(12.28)		
			520300 - Pension-City Retirement Sys	46,322.00	20,528.76		25,793.24	25,793.24	44.3%	55.7%
		520080 - Insurance-Wash St FML		215.22		(215.22)	(215.22)			
		510110 - Salaries & Wages-Temp/Intermit	1,166.00			1,166.00	1,166.00	0.0%	100.0%	
		520110 - Insurance-Death Benefit Pay		20.85		(20.85)	(20.85)			
		510030 - Sick Leave		523.49		(523.49)	(523.49)			
		510040 - Vacation		3,221.32		(3,221.32)	(3,221.32)			
Personnel Svcs Total			368,325.00	218,988.24	27,935.00	177,271.76	177,271.76	55.3%	44.7%	
			522,731.00	318,015.01	27,935.00	232,650.99	232,650.99	57.8%	42.2%	
			522,731.00	318,015.01	27,935.00	232,650.99	232,650.99	57.8%	42.2%	

CSC Outreach Update

9. OLD/NEW BUSINESS

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