



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### The Civil Service Commission

Commission Chair Amy Bonfrisco

Commissioner Angelique Davis

Commissioner Mary Wideman-Williams

### Staff

Andrea Scheele, Executive Director

Teresa R. Jacobs, Executive Assistant

**October 18, 2021**  
**Civil Service Commission Retreat**  
*Approved: December 20, 2021*

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the retreat to order at 1:04 pm. The retreat was held via WebEx per the Washington Governor's Proclamation No. 20-28.
  
2. **LAND ACKNOWLEDGEMENT:** 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.
  
3. **INTRODUCTIONS: Commissioners:** Commission Chair Amy Bonfrisco, Commissioner Angelique M. Davis, Commissioner Mary Wideman-Williams. **Staff/Assistant City Attorney:** Andrea Scheele, Executive Director, Teresa R. Jacobs, Executive Assistant, Teresa Chen, Assistant City Attorney
  
4. **RECAP/PROGRESS APRIL RETREAT:** Ms. Scheele gave a recap and progress update on the work that has been done since the April retreat. Ms. Scheele shared that the focus has been on the Civil Service Commissions' commitment to making racial equity visible.  
**Website:** Staff updated the website to add the four values of the commission: Equity; Accountability; Independence; and Transparency. Ms. Scheele updated the commission on accessibility improvements to the website, updated forms, how to navigate the appeal process, and clarity on the Step 3 Grievance process, which employees are required to

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### City of Seattle Civil Service Commissions

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exhaust prior to filing an appeal with the CSC. Next steps are an employee pamphlet, video training, and continued accessibility improvements. **Training:** Ms. Scheele provided a recap on the outreach to several departments in the city and upcoming trainings. Staff will also attend trainings on Anti-Harassment and Anti-Discrimination, and Public Accommodation. **Accommodation:** Teresa Jacobs, Executive Assistant, gave an overview of reasonable accommodations for CSC meetings and hearings. Ms. Jacobs went over the City's accommodation and how it can provide services for the public and employees who participate in our processes.

5. **RSJI DISCUSSION AND GOALS:** Ms. Scheele explained the Step 3 Grievance process. In 2013 CSC began requiring grievance exhaustion before filing an appeal. Ms. Scheele shared data from 2000 to 2021, showing a significant decrease in appeals filed with the commission over time.

6. **ADMINISTRATION**

- **Hiring process for CSC Hearing Officer:** This item was tabled.

7. **EXECUTIVE SESSION**

- **Discuss performance of a public employee:** The commission went into Executive Session at 3:21 pm. The Executive Session ended at 3:41 pm.

8. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the retreat at approximately 3:52 pm

Respectfully submitted on December 20, 2021, for the CSC:

*Amy Bonfrisco*

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Amy Bonfrisco  
CSC Chair

*Teresa R. Jacobs*

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Teresa R. Jacobs  
Executive Assistant

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