



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

December 19, 2019

Civil Service Commission

Special Meeting*

Approved: February 24, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 11:09 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 Eric de los Santos

Teresa Chen, Assistant City Attorney

Jeff Slayton, Assistant City Attorney

Andrea Scheele, Interim Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

- **November 20, 2019:** The Commission reviewed the minutes of the November 20, 2019 monthly meeting. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The minutes were approved by acclamation and signed by the chair.

2. Executive Director Report:

- **Land Acknowledgement Background and Discussion:** Ms. Scheele introduced information on the practice of acknowledgement of the Duwamish land upon which the

City of Seattle Civil Service Commissions

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commission does its work. The commission reviewed the proposed land acknowledgment from the Duwamish Tribe. The commission voted by acclamation to open the meetings with the acknowledgment.

- **Budget:** The commission reviewed the new printout for the budget report. Ms. Scheele gave background information on Finance and Administrative Services (FAS) and its accounting and budgeting functions. Ms. Scheele reported 80.41% of the budget has been spent for the year. The major project for the commission budget is the Hearing Room IT Project.
- **Hearing Room IT Project Update:** Ms. Scheele reported the Hearing room audio/video project is moving forward. The funds remaining in the 2019 commission budget will be used to fund the project, without a request for supplemental funds. FAS is working with staff to get the PO set up to order the equipment by year end for funds to come from the 2019 budget and equipment install in 2020. Commission Chair Bonfrisco moved to approve the purchase, Commissioner Davis seconded the motion. The motion passed.
- **New Commissioner Appointment:** Ms. Scheele reported that she has spoken to several individuals interested in the Civil Service Commission position that will be vacated by Commissioner de los Santos. Ms. Scheele stated she will continue to work closely with the Mayor's liaison for commission appointments and keep the commission updated.
- **PSCSC Update:** Ms. Scheele provided an update to the Commission on her current work for the Public Safety Civil Service Commission, including work on the Rulemaking process to clarify the Veteran's Preference process. Ms. Scheele also updated the commission on the CSC's inclusion at the New Employee Orientation. The first taking place on January 16, 2020.

3. Case Status Report/Appeals Update: The Commission reviewed the monthly Case Status Report.

- **Romulo v. SPU-CSC No. 19-01-030:** The first prehearing took place on December 17th, Hearing Officer Donna Lurie presided. The Discovery schedule was set, and several dates were given as options to hold the hearing. The parties were given a deadline by Ms. Lurie to agree on two days to hold the hearing.

4. Old/New Business:

- **Recognition for departing Commissioner Eric de los Santos:** Commission Chair Amy Bonfrisco presented a plaque and read a Resolution to Commissioner de los Santos acknowledging and thanking him for his work on the commission for nine years. Commissioner de los Santos thanked Commissioner Bonfrisco, Commissioner Davis, and staff. Commissioner de los Santos stated he was grateful to have served on the commission.

Adjourn: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 11:37 am.

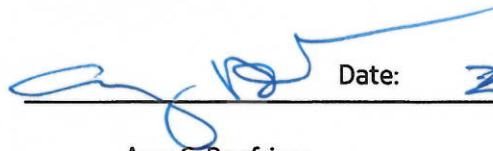
Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/24/2020

 Date: 2-24-20

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Amy S. Bonfrisco 2/24/2020

 Date: 2/24/20

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>