



## 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

**May 17, 2021**

## **Civil Service Commission Monthly Meeting**

*Approved: July 19, 2021*

- 1. Call to Order:** Commission Chair Amy Bonfrisco called the meeting to order at 2:04 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.
- 2. Introductions**

### **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

- 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. APPROVAL OF MINUTES**

**February 16, 2021:** The commission reviewed the minutes of February 16, 2021.

Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved.

**March 15, 2021-** The commission reviewed the minutes of March 15, 2021. Commissioner

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### City of Seattle Civil Service Commissions

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

Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov>

Bonfrisco moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. Commissioner Davis abstained. The minutes were approved.

**April 19, 2021**-The commission reviewed the April 19, 2021 work retreat minutes.

Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Davis seconded the motion. The minutes were approved.

**5. CASE STATUS REPORT/APPEALS/UPDATES:**

The commission reviewed the case status report. Executive Director Scheele reported an appeal was withdrawn prior the meeting and there are no current appeals.

**6. CSC ADMINISTRATION**

**April 19 Commission Retreat- Follow Up**-Ms. Scheele provided a follow up on discussion of anti-racism at the April 19 work retreat. The commission discussed focus on the commission's commitment to anti-racism. Ms. Scheele shared with the commission that staff created a page on the website where its work on anti-racism will be available for viewing. The commission will work toward determining what the racial equity plan of action should be for 2022. **Jurisdiction**-Director Scheele updated the commission on the work she is doing to provide clarity to employees on jurisdiction of the commission. Ms. Scheele stated that when appeals are filed, there can be overlap of an appeal that goes to another department, determining the priority of a matter, and whether it is under Civil Service jurisdiction all while keeping in mind deadlines for filings. The commission discussed how to address the matter. Possible adjustments in language in the municipal code or the personal rules, a recommendation to amend the City Charter, as well as clarifying Commission Rules of Practice and Procedure. Ms. Scheele informed the commission that she will continue to work on this matter. No action was taken by the commission.

**Scheduling 2<sup>nd</sup> Half of Work Retreat**-The commission will hold the continuation of the April 19 Work Retreat on October 18, 2021. **Financial Interest Statements**-Ms. Jacobs reported all commissioner's returned the 2020 Financial Interest Statements and are 100% compliant.

**7. EXECUTIVE DIRECTOR REPORT**

**Departmental Work Update**-Ms. Scheele reported that the PSCSC is preparing for a hearing scheduled for three days in September. **HRLT**-Ms. Scheele reported she is facilitating the May 26 HRLT meeting. **Budget Update**-The current budget was not updated at the time of this meeting. Staff will provide the report to the commission when it is received.

**8. 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 2:59 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/19/2021

/s/ Amy S. Bonfrisco 7/19/2021

*Teresa R. Jacobs* Date: 07-20-2021

*Amy S. Bonfrisco* Date: 07-20-2021

Teresa R. Jacobs  
Executive Assistant

Amy S. Bonfrisco  
Commission Chair

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