



# City of Seattle

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## 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

**June 15, 2020**

## **Civil Service Commission Special Meeting\***

*Approved: July 20, 2020*

**Call to Order:** Commission Chair Amy Bonfrisco called the special meeting to order at 2:03 pm. The meeting was held via Skype 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, Administrative Staff 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:**

**May 18, 2020 -Special Meeting:** The Commission reviewed the minutes of the May 18, 2020 Special Meeting of the CSC. Commissioner Wideman-Williams moved to accept the minutes as written, Commissioner Davis seconded the motion. The minutes were approved by acclamation and signed by the chair.

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### City of Seattle Civil Service Commissions

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**2. EXECUTIVE DIRECTOR REPORT**

- a. **COVID-19 Update:** Ms. Scheele updated the commission on work staff has been conducting while continuing to work from home. Ms. Scheele stated that staff goes into the office intermittently to check mail and faxes and continues to do work on making the commission more visible to employees during this time. Ms. Scheele updated the commission on the various inquiries for filing appeals and the Interdepartmental Grievance Process. Staff is also looking at getting more resources online.
  
- b. **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she was confirmed by the full City Council on June 1<sup>st</sup>.
  
- c. **Budget Update:** Ms. Scheele reported she is currently working on the 2021 budget and working with the department Budget Analyst on monies for reserve in the event CSC & PSCS has more disciplinary appeals.

3. **CASE STATUS REPORT/APEALS UPDATE:** There are no new appeals.

4. **OLD/NEW BUSINESS: WebEx:** The City is rolling out WebEx on June 17. Skype will eventually be phased out. WebEx and Microsoft Teams will be the only programs for use by the City for remote connectivity. Commissioner Wideman-Williams volunteered to help with testing the WebEx program.

**ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:27 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/20/2020

/s/ Amy S. Bonfrisco 7/20/2020

Date:

*Amy Bonfrisco* Date:

Teresa R. Jacobs  
Administrative Staff Assistant

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>