



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

July 20, 2020

Civil Service Commission Special Meeting*

Approved: September 21, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 2:04 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:

June 15, 2020 -Special Meeting: The Commission reviewed the minutes of the June 15, 2020 Commission Davis moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and signed by the chair.

City of Seattle Civil Service Commissions

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2. **EXECUTIVE DIRECTOR REPORT ON CITY LEADERSHIP ACADEMY:** Ms. Scheele gave an update to the commission on the City Leadership Academy (CLA) she attended. The City Leadership Academy (CLA) is a nine-month development program for City of Seattle employees who want to expand their leadership skills, create change, and model racial equity, social justice, and inclusion. Ms. Scheele stated she and her group met regularly outside of the class to work on their project and prepare a group presentation at the end of the course.

3. **DISCUSSION ON CSC COMMISSIONERS HEARING APPEALS :** The Commissioners discussed the feasibility of holding their own hearings for appeals. Due to the limited budget the commission is not able to support a hearing officer conducting a multi-day hearing. The commissioners stated they were interested in presiding over their own hearings.

4. **EXECUTIVE DIRECTOR REPORT**
 - a. **COVID-19 Update:** Ms. Scheele reported to the commission that staff continues to work from home, while intermittently going into the office to check mail and faxes and assist with Police and Fire exams.

 - b. **Budget Update:** Ms. Scheele reported that the budget is currently at 50% for the year.

 - c. **PSCSC Update:** Ms. Scheele informed the commission that staff will be assisting with Police Sergeant, Fire Battalion Chief, and Fire Captain exams in July and August. The exams will be held in SMT and Crowne Plaza Hotel in Downtown Seattle.

5. **CASE STATUS REPORT/APPEALS UPDATE:** There are no new appeals.

6. **OLD/NEW BUSINESS:** The commission will hold its August meeting with a quorum of two; Commissioner Davis will not be present.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:57 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/21/2020

/s/ Amy S. Bonfrisco 9/21/2020

Date:

Amy Bonfrisco

Date:

09/21/2020

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>