



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 R. Jacobs, Executive Assistant

August 16, 2021

Civil Service Commission Monthly Meeting

Approved: September 20, 2021

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the meeting to order at 2:02 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

2. INTRODUCTIONS

Commission and Staff in Attendance:

Commission Chair Amy S. Bonfrisco
Commissioner Angelique M. Davis
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

Not in Attendance:

Commissioner Mary Wideman-Williams

3. **LAND ACKNOWLEDGEMENT:** Commission Chair Bonfrisco opened the meeting with the Land Acknowledgment-*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. **PUBLIC COMMENT:** No one requested to speak.
5. **APPROVAL OF MINUTES-JULY 19, 2021:** The commission reviewed the minutes of July 19, 2021. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved acclamation and will be signed by the chair.
6. **CASE STATUS REPORT/APPEALS/UPDATES:** The commission reviewed the case status report. There were no new appeals.

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>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

7. CSC ADMINISTRATION RETREAT SCHEDULING & TOPIC PLANNING: The commissioners provided dates they are available to hold the second part of the CSC retreat. Ms. Scheele will provide dates to Commissioner Wideman-Williams who is not present. Ms. Scheele suggested possible topics to add to the retreat, they are RSJI goals, commission recruitment for the position that will be opening when Commissioner Davis' position opens at the end of the year, and the commission hearing its own appeals or delegating to a commission hearing officer. Ms. Scheele informed the commission that staff is looking at recruitment for additional hearing officers for CSC.

8. EXECUTIVE DIRECTOR REPORT:

Departmental Work Update-Ms. Scheele reported that staff continues to work from home and will continue to monitor the governor's proclamation on open public meetings. **Budget Update-** Ms. Scheele reported we are still under budget for the year. There are no significant expenditures for the month. **CSC Outreach Update: Training-**Ms. Scheele reported on the trainings she recently conducted with the Human Resources Leadership Team for Seattle Municipal Court and People, Culture, and Logistics team for Seattle Department of Transportation. Ms. Scheele also reported she has a future training with the City's Labor Negotiators.

9. OLD/NEW BUSINESS: None

10. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):There was no Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:28 pm

X *Amy Bonfrisco*

Amy Bonfrisco
Chair

X *Teresa R. Jacobs*

Teresa R. Jacobs
Executive Assistant

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>