



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Amy Bonfrisco
Commissioner Angelique Davis
Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Monday, December 20, 2021

TIME: 2:00 p.m.

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m504ad9f45a4f4e655576ca21fa4e02f7>

Join by meeting number

Meeting number (access code): 2486 914 2471 Meeting password: EQmRwa7Pq78

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You can also dial 173.243.2.68 and enter your meeting number.

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exhaust prior to filing an appeal with the CSC. Next steps are an employee pamphlet, video training, and continued accessibility improvements. **Training:** Ms. Scheele provided a recap on the outreach to several departments in the city and upcoming trainings. Staff will also attend trainings on Anti-Harassment and Anti-Discrimination, and Public Accommodation. **Accommodation:** Teresa Jacobs, Executive Assistant, gave an overview of reasonable accommodations for CSC meetings and hearings. Ms. Jacobs went over the City's accommodation and how it can provide services for the public and employees who participate in our processes.

5. **RSJI DISCUSSION AND GOALS:** Ms. Scheele explained the Step 3 Grievance process. In 2013 CSC began requiring grievance exhaustion before filing an appeal. Ms. Scheele shared data from 2000 to 2021, showing a significant decrease in appeals filed with the commission over time.

6. **ADMINISTRATION**

- **Hiring process for CSC Hearing Officer:** This item was tabled.

7. **EXECUTIVE SESSION**

- **Discuss performance of a public employee:** The commission went into Executive Session at 3:21 pm. The Executive Session ended at 3:41 pm.

8. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the retreat at approximately 3:52 pm

Respectfully submitted on December 20, 2021, for the CSC:

Amy Bonfrisco
CSC Chair

Teresa R. Jacobs
Executive Assistant

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Dorothy Leggett

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

Joint Special Meeting of the
Public Safety Civil Service Commission and Civil Service Commission

November 15, 2021

Approved December 20, 2021 (CSC)

Approved January 20, 2022 (PSCSC)

Call to Order: Public Safety Civil Service Commission Chair Stacy Connole called the Special Joint meeting to order at 2:04 pm. The meeting was held via WebEx.

Public Comment: No public comment was given.

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT:** Commissioner Connole called the meeting to order and opened with a land acknowledgement.

2. **INTRODUCTIONS (In Attendance)**

PSCSC Commissioners: Chair Stacy Connole, Commissioner Dorothy Leggett, Commissioner Joel Nark

CSC Commissioners: Chair Amy Bonfrisco, Commissioner Mary Wideman-Williams

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

Exams Unit: Kwang Kim, F&P Exams, Administrative Specialist

Fire/Police/Guests: Hannah Kosten, Fire, Dale Hitsman, Sr. Business Partner, SDHR

(Not In Attendance): CSC Commissioner Angelique Davis

PUBLIC COMMENT: No members of the public requested to give public comment.

3. **EXECUTIVE DIRECTOR REPORT**

- **Executive Director Report: CSC Update-**Executive Director Scheele updated the commission on the term expiration for CSC Commissioner Angelique Davis. Commissioner Davis's term will expire on December 31. Director Scheele reported Commissioner Davis has graciously agreed to sit in for meetings

only until a replacement has been appointed. The commission may consider hiring a pro tem if needed for a hearing. Ms. Scheele reported that she met with the Office of the Hearing Examiner, and Hearing Examiner Vancil said that OHE has capacity to hear appeals delegated by the CSC.

- **Outreach:** Ms. Scheele reported she provided trainings to Seattle IT & FAS on the civil service system and the Commission. **PSCSC Update-**Ms. Scheele reported that she is meeting with the Fire and Police departments on the 2022 exam season, and how to best support the departments' hiring and promotional needs.
- **Budget Update:** The budget to actuals report was not available to review. Ms. Scheele reported that CIV is on track to underspend 18k from the 2021 budget. Additional money will be available in the 2022 budget for legal and administrative support and an increase of 15k for subscriptions and other services.
 - **Q & A with Executive Director:** There were no questions.

4. EXECUTIVE SESSION

- **To discuss performance of a public employee (Performance Evaluation, Salary Increase, Merit Leave, AWI/COLA):** The commission went into Executive Session at 2:26 pm The Executive Session ended at 2:56 pm an extension of the Executive Session began at 2:56 pm. The extension of the Executive Session ended at 3:06 pm. The commission went back on the record.

5. ACTION ITEMS/ VOTES

- **Executive Director Salary Increase:** Commission Chair Connole moved to increase the Executive Director salary by 9%. The motion was not seconded. Commissioner Connole withdrew the motion. Commissioner Nark moved to increase the Executive Director salary by 7%. The motion passed unanimously.
- **Executive Director Merit Leave (0-6 days):** Commissioner Wideman-Williams moved to award a Merit Leave of 6 days. Commissioner Nark seconded the motion. The motion passed unanimously.
- **Executive Director AWI/COLA (yes/no):** Commission Chair Bonfrisco moved with a yes to approve the AWI/COLA. Commissioner Wideman-Williams seconded the motion. The motion passed unanimously.

6. OLD/NEW BUSINESS: There was no old or new business discussion.

7. ADJOURN: No other business was before the Commissions. Commission Chair Connole adjourned the meeting at 3:20 pm

Respectfully submitted on 12/20/2021 for the CSC and on 1/20/2022 for the PSCSC by:

Teresa R. Jacobs
Executive Assistant

Stacy Connole
PSCSC Chair

Amy Bonfrisco
CSC Chair

End of Minutes

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City of Seattle Civil Service Commissions

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6. 2022 Commission

- Chair Selection
- 2022 Meeting Schedule

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The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

