



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

October 19, 2020

Civil Service Commission Monthly Meeting*

Approved: November 16, 2020

Call to Order: Commission Chair Amy Bonfrisco called the meeting to order at 2:00 pm. The meeting was held via WebEx 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:

September 21, 2020 -Monthly Meeting: The Commission reviewed the minutes of the September 21, 2020 Monthly Meeting. Commissioner Davis moved to accept the minutes as written. 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:** Andrea Scheele, Executive Director gave her report to the commission on the following:

- **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, faxes, and perform onsite work. The commission discussed remote platforms that would be effective to conduct hearings and prehearings. No action was taken.
- **Budget Update:** Ms. Scheele reported the budget is at 27.5% for the remainder of 2020 with no anticipated overages.
- **Annual Civil Service Conference:** The 2020 Civil Service Conference was held remotely October 13 and 14. Commissioners and staff attended one or all the sessions. Ms. Scheele notified the commission that the first day recording and handouts will be distributed when Foster Garvey makes them available.
- **PSCSC Update:** Ms. Scheele reported on the current work of the Public Safety Civil Service Commission.
- **Upcoming meeting schedule-Joint meeting with PSCSC- November 16?**
The commission discussed the possibility of holding the joint meeting on its regular meeting date of November 16. After consideration, the commission agreed to hold the joint meeting with the PSCSC on December 16, 2020 at 10:00 am and hold a special CSC meeting after the joint meeting at 11:00 am.

3. **CASE STATUS REPORT**

A. **SMITH V. FAS-CSC NO. 20-01-017**

1. **Discussion commissioner availability:** The commissioners discussed their availability to hold the prehearing in Smith v. FAS.
2. **Reschedule prehearing conference:** The first prehearing scheduled to take place at the October 19 CSC meeting was postponed. The commission discussed other possible dates to hold the prehearing. The parties will be given a range of dates of availability to hold the prehearing. An order will follow when the date is determined.

4. **OLD/NEW BUSINESS:** There was no Old/New Business.

5. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The Commission did not go into Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 3:01 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 11/16/2020

/s/ Amy S. Bonfrisco 11/16/2020

Teresa R. Jacobs Date: 11-16-2020

Amy S. Bonfrisco Date: 11-16-2020

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>