



# 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, Executive Assistant

**February 16, 2021**

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

***Approved: May 17, 2021***

**Call to Order:** Commission Chair Amy Bonfrisco called the meeting to order at 3:04 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, Executive 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**

- **January 11, 2021:** The Commission reviewed the minutes of the January 11, 2021 monthly meeting. Commissioner Davis moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

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#### City of Seattle Civil Service Commissions

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## 2. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update: Smith Hearing:** Ms. Scheele reported that the appeal hearing that was scheduled for March has been withdrawn. **ADA Planning:** Ms. Scheele reported that staff will work on the best practices and procedures for coordinating accommodations requested by City employees. Staff will meet with City Title I & Title II representatives for guidance on the process. **PSCSC:** Ms. Scheele reported the Public Safety Civil Service Commission completed a four-day hearing in January. The panel will meet weekly to deliberate on a decision. **Staff Remote Work:** Staff continues to work from home and meets regularly with HR and IT.
- **Budget Update** Ms. Scheele reported the adopted budget was loaded. 28k will be requested of City Council to legislate as a carryover for the department. The 2022 schedule has been received and change requests for 2022 will be due later this year. Ms. Scheele announced the commission has a new budget analyst, Arushi Kumar. Ms. Kumar will be invited to a future commission meeting.

## 3. CASE STATUS REPORT/APPEALS UPDATE

The commission reviewed the current case status report.

- **Gina Kim v. Seattle Public Utilities, CSC No. 20-07-013:** Ms. Scheele reported Ms. Kim who is appealing the Executive Director's decision dismissing her appeal for lack of jurisdiction, will meet with staff for a Q&A on appeal process and procedures. The department has also been invited to the meeting.
- **Robert Smith v. Department of Finance and Administrative Services:** The appellant withdrew his appeal and the hearing in March has been cancelled. A Dismissal Order will be sent to the parties.

## 4. OLD/NEW BUSINESS: No Old/New Business.

**ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 3:31 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/17/2021

/s/ Amy S. Bonfrisco 5/17/2021

*Teresa R. Jacobs*      Date: 5-17-21

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Teresa R. Jacobs  
Executive Assistant

*Amy Bonfrisco*      Date: 5-17-21

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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>