



# 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 R. Jacobs, Executive Assistant

**September 20, 2021**  
**Civil Service Commission Monthly Meeting**  
*Approved: December 20, 2021*

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the meeting to order at 2:04 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

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

### Not in Attendance:

Teresa Chen, Assistant City Attorney

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-AUGUST 16, 2021:**The commission reviewed the minutes of August 16, 2021. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. Commissioner Wideman Williams abstained from the vote due to her absence from the August meeting. The minutes were approved acclamation and will be signed by the chair.

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### City of Seattle Civil Service Commissions

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- 6. CASE STATUS REPORT/APPEALS/UPDATES:** The commission reviewed the case status report. There were no new appeals.
- 7. CSC ADMINISTRATION RETREAT SCHEDULING & TOPIC PLANNING:** The commission will hold its retreat on August 18. The focus of the retreat will be RSJ measurable goals, recruitment for the commission vacancy at the conclusion of Commissioner Davis' third term, possible discussion of hiring a hearing officer to hear appeals that may result from separations due to the vaccine mandate.
- 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. Six chairs were purchased to replace commissioner and staff chairs. There are no other significant expenditures planned for the remainder of the year. Ms. Scheele reported the mayor will announce her budget on September 24. **CSC Outreach Update: Training-**Ms. Scheele reported she recently met with the City's Labor Negotiators and stated it was a very positive meeting where she went over the existence of the Civil Service Commission of which they were not all aware. Ms. Scheele reported she will continue outreach to City departments.
- 9. OLD/NEW BUSINESS:**
- **Joint Meeting with the PSCSC:** Staff will send an email to the PSCSC commissioners to schedule a meeting November. The meeting will be to discuss Merit Leave and the AWI for the Executive Director.
  - **Executive Director Performance Evaluation:** The chairs of each commission will collaborate to put together a performance evaluation of the Executive Director.
- 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 2:45 pm

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

*Amy Bonfrisco*

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Amy Bonfrisco  
CSC Chair

*Teresa R. Jacobs*

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Teresa R. Jacobs  
Executive Assistant

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