



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Amy Bonfrisco

Commissioner Angelique Davis

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Tuesday, January 18, 2022

TIME: 2:00 p.m.

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m1c2c0be38b767076a79c6546fa998404>

Join by meeting number

Meeting number (access code): [2486 217 4661](#) Meeting password: [Pg3VpXZEJ73](#)

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24862174661## United States Toll (Seattle)

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Join by phone

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Global call-in numbers

Join from a video system or application

Dial [24862174661@seattle.webex.com](tel:24862174661@seattle.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [24862174661.seattle@lync.webex.com](tel:24862174661.seattle@lync.webex.com) Need help? Go to <https://help.webex.com>

**CIVIL SERVICE COMMISSION
MEETING AGENDA
January 18, 2022 @ 2:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION ITEMS

5. APPROVAL OF MEETING MINUTES
 - December 20, 2021-CSC Monthly Meeting

STANDING ITEMS

6. CASE STATUS REPORT
 - LaBelle v. Parks-CSC No. 21-01-04-Case *update*
7. EXECUTIVE DIRECTOR REPORT
 - Departmental Work and Budget Update
8. EXECUTIVE SESSION (May be cancelled if not needed)
9. OLD/NEW BUSINESS
10. ADJOURN

**NEXT CSC MEETING: February 14, 2022
END OF AGENDA**

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755 <http://www.seattle.gov/CivilServiceCommissions/>

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

5. APPROVAL OF MEETING MINUTES

- **December 20, 2021-CSC Monthly Meeting**



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

December 20, 2021 Civil Service Commission Monthly Meeting *Approved: January 18, 2022*

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
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant
3. **LAND ACKNOWLEDGEMENT:** Commission Chair Bonfrisco opened the meeting with a land acknowledgment.
4. **PUBLIC COMMENT:** No public comment was offered.
5. **APPROVAL OF MINUTES**
 - **September 20, 2021:** The commission reviewed the minutes of September 20, 2021. Commissioner Davis moved to accept the minutes as written. The minutes were approved by acclamation and will be signed by the chair.
 - **October 18, 2021, Working Retreat:** The commission reviewed the minutes of the

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October 18, 2021, Working Retreat. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

- **November 15, 2021-Special Joint Meeting of the CSC & PSCSC:** The commission reviewed the minutes of the November 15, 2021, Special Joint Meeting with the PSCSC. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion, Commissioner Davis abstained. The minutes were approved by acclamation and will be signed by the chair.

6. 2022 COMMISSION

- **Chair Selection:** Commissioner Bonfrisco nominated and made a motion to elect Commissioner Wideman-Williams to serve as Chair for 2022. Commissioner Davis seconded. The motion passed unanimously.
2022 Meeting Schedule: The Commission agreed to conduct the January and February meetings on January 18 and February 14 due to the third Monday falling on the MLK and Presidents' Day holidays. The commission approved scheduling the remainder of the meetings for the third Monday of the month in 2022.

7. EXECUTIVE DIRECTOR REPORT

- **Year End Departmental Work and Budget Update:** Ms. Scheele reported that the Seattle Police Department Office of the Inspector General (OIG) issued an audit report of Seattle's police disciplinary systems, which recommended the PSCSC's adoption of a clear conflict of interest rule for commissioners hearing disciplinary appeals. Ms. Scheele recommended the CSC add this to its 2022 work plan. **PSCSC:** Ms. Scheele reported on her efforts SFD's promotional and hiring needs Seattle Fire Department and the of the department due to the separations resulting from the vaccine mandate. **Budget:** Ms. Scheele reported that she is working with the budget analyst on the 2022 Budget. Ms. Scheele reported CIV will have a budget surplus carryover for the Executive Director salary. **Trainings:** Ms. Scheele reported she is part of a consortium that will host a training in February. The group includes HR Investigators, SOCR, and the Office of the Ombudsman. Ms. Scheele will host an Appearance of Fairness

Doctrine training in February.

8. CASE STATUS REPORT and LOGISTICS DISCUSSION

The commission reviewed the December case status report.

- LaBelle v. Parks-CSC No. 21-01-04-*New Appeal*. This appeal is currently stayed for further information from the parties.

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

10. OLD/NEW BUSINESS: Transition to in person meeting. The commission continues to follow the Governor's Proclamation 20-28 to continue to hold meetings remotely and will discuss further how to return to in person meetings when the proclamation is lifted.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:46 pm

Respectfully submitted on January 18, 2022, for the CSC:

Mary Wideman-Williams
CSC Chair

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>

6. CASE STATUS REPORT

- **LaBelle v. Parks-CSC No. 21-01-04-Case *update*,
*case delegation and/or scheduling discussion***

CIVIL SERVICE COMMISSION
CASE STATUS REPORT
January 2022

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
21-01-041	LaBelle	Parks	10-15-2021		Discharge	1 st Prehearing held December 10, 2021 Stayed for further review of jurisdiction	CSC

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER
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APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

Appeal No. <u>CSC No. 21-01-041</u> Date Filed <u>11-26-21</u> <u>See Note</u>	Note: Original date of filing: <u>October 15, 2021</u> Appeal Acknowledgement, jurisdiction, and timeliness determination by the Executive Director issued November 18, 2021
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Full Name of Appellant	Work Address
<u>Bret T. LaBelle</u>	<u>4476 35th Ave S.W., Seattle WA 98126</u>
Residence Address	Work Telephone
[REDACTED]	<u>206</u>
City State Zip	Employee ID
<u>Seattle, WA 98108</u>	[REDACTED]
Home/Cell Phone	Department
[REDACTED]	<u>PARKS AND RECREATION</u>
Email	Job Title
[REDACTED]	<u>GOLF GREENS II</u>

1. <u>WHAT ACTION IS BEING APPEALED?</u> (CHECK ONE) If this is an appeal of a disciplinary matter, please note the date of the final disciplinary action: _____	<input type="checkbox"/> Demotion (5.01A) <input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input checked="" type="checkbox"/> Discharge (5.01B) <input type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C):
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What Personnel rule, regulation, or provision, do you believe was violated?

There was 3 situations brought in. Not 1 of them held any ground because so minor. (back page) →

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The Real Reason this
for me getting terminated
is for all the reasons
reason. I can explain and
keep it clear so
everyone will see the
real reason. and I trust

1. Using the word Nigger.
Never on a date on the

people's. Not said during
working hrs. And I
only said it has to be written
text. After work's hrs.

2. I went to co-workers
and I mentioned I'd
take him for talking

hes and him for slandering.
I think no-way to
3. Not to be threatening

Section 2

Reason for this appeal <u>Because it has</u> <u>Never been honestly presented</u> <u>Everyone involved have the wrong</u> <u>impression: see back of page</u>	Remedy Sought (What do you want?): <u>I want to return</u> <u>to one of your gift</u> <u>Courses full time</u> <u>employment.</u>
2. <u>UNION:</u> If you are a member of a union, what is the name of your union? <u>LABORERS</u> Local Number: <u>242</u>	<input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit. This matter <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.
3. <u>EMPLOYEE GRIEVANCE PROCEDURE:</u> Did you receive notification of your right to a timely resolution of this grievance from your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (SMC 4.04.070) <input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)	If you filed a grievance through the Employee Grievance Procedure, what was the outcome? <u>Well I have just</u> <u>part. My Union Rep</u> <u>who quit has information</u> <u>that I hope to get.</u>

Please include with your appeal form the Step 3 Grievance decision of your employing department and Investigatory Report from SDHR, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

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4. ATTORNEY/AUTHORIZED REPRESENTATIVE:

An attorney or a representative is NOT required for the appeal process.

Do you have an attorney or another person representing you for this appeal? ☐ YES ☒ NO

If yes, please have your attorney submit a **NOTICE OF APPEARANCE** to the Commission Office and the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: _____ Firm: _____

Address: _____ Email: _____

5. APPELLANT:

If you do not have an attorney or a representative, please enter the address where documents related to this appeal should be sent:

Mailing Address: _____

Personal Email: _____

Home/Cell Phone: _____

SIGNATURE OF APPELLANT



DATE

11.26.2021

SIGNATURE OF ATTORNEY OR REPRESENTATIVE:
(IF FILLING OUT THIS FORM):

DATE

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7. EXECUTIVE DIRECTOR REPORT

- **Departmental Work and Budget Update**

CIV Budget-1-11-2022

TRANS_TYPE									
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	2,970.83		(270.83)	(270.83)	110.0%	-10.0%
		549020 - Isf-Fas Alloc	108,285.00	108,284.52		0.48	0.48	100.0%	0.0%
		541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%	100.0%
		541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%	100.0%
		541550 - Services-Parking	500.00			500.00	500.00	0.0%	100.0%
		542900 - Rentals-Other	2,000.00	2,181.57		(181.57)	(181.57)	109.1%	-9.1%
		544050 - Reimburse-Meetin Refresh&Meals	200.00			200.00	200.00	0.0%	100.0%
		545010 - Travel Costs-Out-Of-City	1,500.00			1,500.00	1,500.00	0.0%	100.0%
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%	100.0%
		546010 - Fees-Dues & Memberships	1,000.00	87.50		912.50	912.50	8.8%	91.3%
		549070 - Isf-ltd Alloc	20,698.00	20,724.00		(26.00)	(26.00)	100.1%	-0.1%
		549080 - Isf-ltd Billed	353.00	2,044.23		(1,691.23)	(1,691.23)	579.1%	-479.1%
		549100 - SDHR Allocation	10,287.00	10,287.00				100.0%	0.0%
		542020 - Rentals-Parking	600.00			600.00	600.00	0.0%	100.0%
		541120 - Services-Technology		1,059.01		(1,059.01)	(1,059.01)		
		532020 - Equipment-Software Purchases	1,000.00			1,000.00	1,000.00	0.0%	100.0%
		533900 - Inventory-Other		115.83		(115.83)	(115.83)		
		545040 - Travel Costs-In City	600.00			600.00	600.00	0.0%	100.0%
		541280 - Services-Courier And Delivery	500.00			500.00	500.00	0.0%	100.0%
		541380 - Services-Admin Charges	1,550.00			1,550.00	1,550.00	0.0%	100.0%
		541140 - Services-Legal Services		35.00		(35.00)	(35.00)		
		531010 - Supplies-Subscrips/Pubs/Books		5,068.93		(5,068.93)	(5,068.93)		
		544010 - Reimburse-Conf,Seminar,Reg Fee		275.00		(275.00)	(275.00)		
		541900 - Services-Other		275.63		(275.63)	(275.63)		
		541130 - Services-Consultant		24.00		(24.00)	(24.00)		
		550070 - Intergov-Licenses & Permits		551.45		(551.45)	(551.45)		
		544070 - Reimburse-Dues & Membership		25.00		(25.00)	(25.00)		

Nonpersonnel Svcs	VCCIVILSV - Civil Serv	541380 - Services-Admin Charges			100,000.00	100,000.00	100,000.00	0.0%	100.0%
		541250 - Services-Recycling	50.00			50.00	50.00	0.0%	100.0%
		541260 - Services-Disposal Of Materials	50.00			50.00	50.00	0.0%	100.0%
Nonpersonnel Svcs Total			154,406.00	154,009.50	100,000.00	100,396.50	100,396.50	60.5%	39.5%
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	248,874.00		27,935.00	276,809.00	276,809.00	0.0%	100.0%
		510020 - Holiday		8,899.04		(8,899.04)	(8,899.04)		
		520010 - Fica	19,409.00	1,631.54		17,777.46	17,777.46	8.4%	91.6%
		520020 - Medicare	4,857.00	382.67		4,474.33	4,474.33	7.9%	92.1%
		520070 - Insurance Prem-Health & Dental	12,876.00	36,240.00		(23,364.00)	(23,364.00)	281.5%	-181.5%
		520090 - Insurance-Group Fund Life	263.00	11.21		251.79	251.79	4.3%	95.7%
		520100 - Insurance-Longterm Disability	50.00	1.60		48.40	48.40	3.2%	96.8%
		520300 - Pension-City Retirement Sys		3,772.89		(3,772.89)	(3,772.89)		
		520080 - Insurance-Wash St FML	379.00	38.43		340.57	340.57	10.1%	89.9%
		510110 - Salaries & Wages-Temp/Intermit		4,643.70		(4,643.70)	(4,643.70)		
		520110 - Insurance-Death Benefit Pay	24.00	15.15		8.85	8.85	63.1%	36.9%
		520320 - Employee Assistance Premium	48.00	44.88		3.12	3.12	93.5%	6.5%
		510030 - Sick Leave		2,364.95		(2,364.95)	(2,364.95)		
		520011 - Fica Fsa Dcap & Health		882.00		(882.00)	(882.00)		
		510040 - Vacation		6,697.00		(6,697.00)	(6,697.00)		
		510240 - Executive Leave Used		5,328.00		(5,328.00)	(5,328.00)		
		520120 - Allowances-Special		1,824.00		(1,824.00)	(1,824.00)		
	VCCIVILSV - Civil Serv	510010 - Salaries & Wages		215,907.65	21,800.00	(194,107.65)	(194,107.65)	990.4%	-890.4%
		510020 - Holiday		4,568.64		(4,568.64)	(4,568.64)		
		510070 - Part Time-Salaries & Wages	34,057.00	34,220.00		(163.00)	(163.00)	100.5%	-0.5%
		520010 - Fica		15,826.71		(15,826.71)	(15,826.71)		
		520020 - Medicare		3,711.12		(3,711.12)	(3,711.12)		
		520090 - Insurance-Group Fund Life		126.68		(126.68)	(126.68)		
		520100 - Insurance-Longterm Disability		21.20		(21.20)	(21.20)		
		520300 - Pension-City Retirement Sys	46,322.00	37,420.30		8,901.70	8,901.70	80.8%	19.2%
		520080 - Insurance-Wash St FML		375.33		(375.33)	(375.33)		
		510110 - Salaries & Wages-Temp/Intermit	1,166.00			1,166.00	1,166.00	0.0%	100.0%
		520110 - Insurance-Death Benefit Pay		20.85		(20.85)	(20.85)		
		510030 - Sick Leave		2,617.45		(2,617.45)	(2,617.45)		
		510040 - Vacation		6,372.72		(6,372.72)	(6,372.72)		
		510240 - Executive Leave Used		1,522.88		(1,522.88)	(1,522.88)		
Personnel Svcs Total			368,325.00	395,488.59	49,735.00	22,571.41	22,571.41	94.6%	5.4%
			522,731.00	549,498.09	149,735.00	122,967.91	122,967.91	81.7%	18.3%
			522,731.00	549,498.09	149,735.00	122,967.91	122,967.91	81.7%	18.3%

8. EXECUTIVE SESSION (May be cancelled if not needed)

9. OLD/NEW BUSINESS

10. ADJOURN