



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Ray Ceaser, Chair

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION

*MEETING AGENDA

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

DATE: Monday, August 19, 2024

TIME 2:00 p.m.

LOCATION: Hybrid meeting- In person or via Webex

In Person Location: **SMT Room 1679** Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m02febd3fc97d81be18e8a7b6ab860c2e>

Join by meeting number

Meeting number (access code): 2497 805 6578 Meeting password: tEc3xARK7V8

Tap to join from a mobile device (attendees only)

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Join from a video system or application: Dial [24978056578@seattle.webex.com](tel:24978056578)

You can also dial: 173.243.2.68 and enter your meeting number.

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**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
AGENDA**

August 19, 2024 @ 2:00 PM

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

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| 1. | CALL TO ORDER
LAND ACKNOWLEDGEMENT | Commission Chair (CSC 2.05) |
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| 2. | ATTENDEE INTRODUCTIONS |
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| 3. | PUBLIC COMMENT |
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| 4. | APPROVAL OF MINUTES | June 17, 2024, CSC Monthly Meeting | Pages 3-4 |
|-----------|----------------------------|------------------------------------|---------------------------|

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| 5. | ACTION ITEMS |
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| 6. | EXECUTIVE SESSION | May be cancelled if not needed |
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| 6. | UPDATES/DISCUSSION | RETREAT TOPICS | Page 5 |
|-----------|---------------------------|-----------------------|------------------------|

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- a. Commissioner Appointment Update
- b. Budget Report [Page 6](#)
- c. Department Update

CASE STATUS REPORT/APPEAL UPDATES [Page 7-CSR](#)

- d. Reichenbach v. SPU-CSC No. 23-03-002
*Delegated the Office of the Hearing Examiner
(CSC 5.08)*

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- | | |
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| 7. | OLD/NEW BUSINESS |
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| 8. | ADJOURNMENT | Next Meeting Date: September 16, 2024 @ 2:00 PM |
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CITY OF SEATTLE
CIVIL SERVICE COMMISSION
MINUTES
June 17, 2024 @ 2:00 PM

**1. CALL TO ORDER
LAND ACKNOWLEDGEMENT**

Commission Chair (CSC Rule 2.05)

Commission Chair Ray Ceaser called the meeting to order at 2:00 p.m.

2. ATTENDEE INTRODUCTIONS

Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser and Mary Wideman-Williams. Commission Staff: Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold.

3. PUBLIC COMMENT

There was no Public Comment in person or in writing.

**4. APPROVAL OF MINUTES
May 20, 2024**

Commissioners reviewed the minutes from the May 20, 2024, meeting. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Ceaser seconded the motion. The minutes were approved by acclamation.

5. ACTION ITEMS

There were no action items.

EXECUTIVE SESSION

May be cancelled if not needed

6. UPDATES/DISCUSSION

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- a. Budget Update
- b. Department Update
- c. Outreach Update-Sarah Butler, Operations & Policy Advisor

CASE STATUS REPORT/APPEAL UPDATES

- d. Reichenbach v. SPU-CSC No. 23-03-002
This appeal has been delegated to the Office of the Hearing Examiner (CSC Rule 5.08)

7. OLD/NEW BUSINESS

There was no old/new business.

8. ADJOURNMENT

Commissioner Ceaser adjourned the meeting at 2:36 p.m.

Minutes submitted **August 19, 2024,** by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

Signed by CSC Commission Chair, Ray Ceaser

Monthly meetings are recorded; after January 1, 2024, they may be found at:
<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>

CSC 2023 Retreat Summary

The October 2023 CSC half day retreat began with a **Welcome and Centering Activity**, where participants engaged in a session to set the tone for the day and foster a sense of community among attendees. This session, along with the entire retreat, was facilitated by a Senior Learning and Development Specialist from SDHR.

Following this activity, there was a **CIV Department Overview** which provided an in-depth look at the department's recent developments and ongoing initiatives.

The retreat then featured a **Retrospective on the Civil Service Commission and Department**, offering a reflection on achievements, challenges, and lessons learned over the past year.

After a Lunch and Activity break, participants reconvened for the **Administrative Hearings: Nuts and Bolts for Commissioners** session. This workshop provided valuable insights and practical knowledge for commissioners, enhancing their understanding of administrative hearings.

The retreat concluded with an **Open Discussion** session, where attendees had the opportunity to share thoughts, ask questions, and brainstorm ideas for the future.

Request for Ideas for the 2024 Retreat

As we begin planning for the 2025 CSC retreat, we invite all participants to share their ideas and suggestions to make the next retreat even more impactful and engaging. Your input is invaluable, whether it's suggestions for topics, activities, or any other aspect of the retreat. Please feel free to reach out with your thoughts and help us create an event that meets everyone's needs and expectations.

Department Expenditures by Account and Month			Revenues are reported as negative values																		
Year 2024			Version 8.1																		
City Department ID VC000 - Civil Service Commissions Dept																					
BSL - Budget Progra All																					
Fund ID And Name All																					
Account Grouping			Adopted	Revised	01 -	02 -	03 -	04 -	05 -	06 -	07 -	08 -	10 -		11 -	12 - Expenses		YTD Expenses	Encumbrances	Available Balance	Percent Used
Level One	Account Grouping Level Two	Account Group	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	09 -Expenses	Expenses	Expenses						
Expenditures	Labor		644,162	644,162	53,335	47,946	48,143	49,343	52,067	51,829	116,883	5,562	-	-	-	-		425,107	-	219,055	66.0%
	Non-Labor	Services	223,672	223,672	17,893	19,158	18,424	19,171	18,346	18,061	18,413	22,123	-	-	-	-		151,587	-	72,085	67.8%
		Supplies	13,700	13,700	1	515	787	1,186	539	957	1,105	1,140	-	-	-	-		6,229	-	7,471	45.5%
Grand Total			881,534	881,534	71,229	67,619	67,353	69,699	70,952	70,846	136,400	28,825	-	-	-	-		582,923	-	298,611	66.1%

Year 2023																				
City Department ID VC000 - Civil Service Commissions Dept																				
BSL - Budget Progra All																				
Fund ID And Name All																				
			Values																	
Account Grouping			Adopted	Revised	01 -	02 -	03 -	04 -	05 -	06 -	07 -	08 -	09 -	10 -	11 -	12 -				
Level One	Account Grouping Level Two		Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	YTD Expenses	Encumbrances	Available Balance	Percent Used
Expenditures	Labor		636,080	636,080	37,694	34,871	34,860	34,848	35,064	47,593	47,990	69,028	47,774	47,768	48,080	63,045	548,616	-	87,464	86.2%
	Non-Labor		258,941	356,613	16,547	22,911	22,218	21,520	21,024	20,558	22,683	22,340	22,022	23,483	18,066	26,725	260,097	-	96,516	72.9%
Grand Total			895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	70,674	91,368	69,797	71,252	66,145	89,770	808,713	-	183,979	81.5%

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
August 2024**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	2 nd Prehearing was held October 26, 2023. At the May 20, 2024, meeting, the commission voted to delegate the appellant's appeal to the OHE.	OHE

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION	DISMISSAL
23-01-003	LaFazia- Geraghty	HSD	11-27-2023	PR 1.3-Workplace Expectations	Suspension	February 2, 2024, Appellant withdrew appeal.	Appeal dismissed and closed February 8, 2024.