



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Commissioner Pro Tem Lenee Jones

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

AGENDA*

THE CIVIL SERVICE COMMISSION

**The Agenda is subject to change to address immediate Commission concerns.*

DATE: Tuesday, February 16, 2021

TIME: 3:00 pm

LOCATION: WebEx

Meeting Link:

<https://seattle.webex.com/seattle/j.php?MTID=md1b5c0b7d49a8d77748357b89dc8e267>

Meeting Number (access code): **146 053 6991** Meeting Password: **iBRWudKD625**

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1460536991## United States Toll (Seattle)

+1-408-418-9388,,1460536991## United States Toll

Join by phone

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

Join using Microsoft Lync or Microsoft Skype for Business:

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AGENDA

The Civil Service Commission

February 16, 2021

CALL TO ORDER- INTRODUCTIONS, LAND RECOGNITION

1. **APPROVAL OF MINUTES**
 - **January 11, 2021**

2. **EXECUTIVE DIRECTOR REPORT**
 - **Departmental Work Update**
 - **Budget Update**

3. **CASE STATUS REPORT/APPEALS UPDATE**
 - **Gina Kim v. Seattle Public Utilities, CSC No. 20-07-013-Update**
 - **Robert Smith v. Department of Finance and Administrative Services**
 - **Appellant moved to dismiss - 2/11/21**

4. **OLD/NEW BUSINESS**

ADJOURN

NEXT MEETING: March 15, 2021 @ 2:00 pm

***Agendas and Special Meeting Notices**

You may sign up at the CSC website <http://www.seattle.gov/civil-service-commission> to receive regular and special meeting notices and agendas.

Request for public records can be made through the City Public Records Request Center: <http://www.seattle.gov/public-records>

1. APPROVAL OF MINUTES
January 11, 2021



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, Executive Assistant

January 11, 2021

Civil Service Commission Special Meeting*

Approved: February 16, 2021

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.

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

- **November 18, 2020-Joint Meeting:** The Commission reviewed the minutes of the November 18, 2020 Joint Meeting with the PSCSC. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Davis seconded the motion. The minutes were approved by acclamation and signed by the chair.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

- **December 16, 2020-Special Meeting:** The Commission reviewed the minutes of the December 16, 2020 Special Meeting. Commissioner Davis moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **December 16, 2020-Joint Meeting:** The Commission reviewed the minutes of the December 16, 2020 Joint Meeting with the PSCSC. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Davis seconded the motion. The minutes were approved by acclamation and signed by the chair.

The following item was taken out of order.

4. CASE STATUS REPORT/APPEALS UPDATE

- **Gina Kim v. Seattle Public Utilities, CSC No. 20-07-013:** Ms. Scheele reported Ms. Kim is appealing her decision to dismiss her appeal for lack of jurisdiction. The matter will be on the February meeting agenda.
- **Robert Smith v. Department of Finance and Administrative Services:** The second prehearing will take place on January 11. The hearing is scheduled in March.

2. CSC ADMINISTRATION

- **2021 Chair:** Commissioner Davis moved to nominate commission chair Bonfrisco to serve a second term as the CSC Chair. Commission Chair Bonfrisco accepted the nomination. Commissioner Wideman-Williams seconded the motion. The motion passed.
- **2021 Meeting Dates:** The commission agreed to hold its 2021 meetings on the third Monday at 2:00 pm.

3. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update: Employee Election:** Ms. Scheele reported that the election results were certified in January and Commissioner Amy Bonfrisco was reelected to serve a second term as the employee elected commissioner. **Planning Retreat:** The commission agreed to hold a planning retreat on April 19, 2021. The commission will look at its outreach to city employees, brainstorm ideas on accessibility and other matters. **Disciplinary Hearings:** Ms. Scheele reported the staff is currently working on disciplinary hearings for CSC and PSCSC.
- **Budget Update** Ms. Scheele reported there could be a possible carryover of 2020 funds to the 2021 budget. BIP's would be due for 2021 and CIV would possibly have a

supplemental for salary adjustment due to the reclassification of staff positions.

5. 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 2:44 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/16/2021

/s/ Amy S. Bonfrisco 2/16/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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DRAFT

2. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update**
- **Budget Update**

BUDGET

Civil Service Commissions- BTA February 12, 2021

ACCOUNT_TYPE	Expenditure
BSL	(All)

Sum of AMOUNT				TRANS_TYPE				
BSL_DESCR	EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals			
BO-VC-V1CIV - Civil Service Cor	Nonpersonnel Svcs	VCADMIN - Leadership	531030 - Supplies-Office Supplies	2,700.00	-			
			549020 - Isf-Fas Alloc	108,285.00	18,047.42			
			541310 - Services-Legal Notices	500.00				
			541320 - Services-Court Reporters	500.00				
			541550 - Services-Parking	500.00				
			542900 - Rentals-Other	2,000.00	199.07			
			544050 - Reimburse-Meetin Refresh&Meals	200.00				
			545010 - Travel Costs-Out-Of-City	1,500.00				
			545030 - Travel Costs-Conf, Conv, Sem	1,533.00				
			546010 - Fees-Dues & Memberships	1,000.00				
			549070 - Isf-Itd Alloc	20,698.00	3,454.00			
			549080 - Isf-Itd Billed	353.00	118.05			
			549100 - SDHR Allocation	10,287.00				
			542020 - Rentals-Parking	600.00				
			541120 - Services-Technology		769.60			
			532020 - Equipment-Software Purchases	1,000.00				
			533900 - Inventory-Other		115.83			
			545040 - Travel Costs-In City	600.00				
			541280 - Services-Courier And Delivery	500.00				
			541380 - Services-Admin Charges	1,550.00				
			541140 - Services-Legal Services		35.00			
			VCCIVILSV - Civil Service			541250 - Services-Recycling	50.00	
						541260 - Services-Disposal Of Materials	50.00	
			Nonpersonnel Svcs Total				154,406.00	22,738.97
				Personnel Svcs	VCADMIN - Leadership	510010 - Salaries & Wages	248,874.00	
						510020 - Holiday		1,855.36
						520010 - Fica	19,409.00	131.38
						520020 - Medicare	4,857.00	30.73
						520070 - Insurance-Prem-Health & Dental	12,876.00	6,040.00
						520090 - Insurance-Group Fund Life	263.00	1.52
						520100 - Insurance-Longterm Disability	50.00	0.24
						520300 - Pension-City Retirement Sys		355.95
						520080 - Insurance-Wash St FML	379.00	3.22
						520110 - Insurance-Death Benefit Pay	24.00	3.15
						520320 - Employee Assistance Premium	48.00	44.88
510030 - Sick Leave		341.74						
520011 - Fica Fsa Dcap & Health		41.82						
VCCIVILSV - Civil Service						510010 - Salaries & Wages		10,174.74
						510070 - Part Time-Salaries & Wages	34,057.00	2,800.00
						520010 - Fica		785.06
						520020 - Medicare		183.61
						520090 - Insurance-Group Fund Life		9.78
						520100 - Insurance-Longterm Disability		1.66
						520300 - Pension-City Retirement Sys	46,322.00	1,648.31
						520080 - Insurance-Wash St FML		18.99
510110 - Salaries & Wages-Temp/Intermit	1,166.00							
520110 - Insurance-Death Benefit Pay		20.85						
Personnel Svcs Total							368,325.00	24,492.99
BO-VC-V1CIV - Civil Service Commissions Total						522,731.00	47,231.96	
Grand Total				522,731.00	47,231.96			

3.CASE STATUS REPORT/APPEALS UPDATE

- Gina Kim v. Seattle Public Utilities, CSC No.

20-07-013-Update

- Robert Smith v. Department of Finance and Administrative Services

- oAppeal hearing scheduled for March 2, 3, 4, 5

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT
February 2021**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
20-07-013	Kim	SPU	1-4-2021		TBD	Appellant Tentatively Scheduled to appear before the Commission at its March meeting	CSC
20-01-017	Smith	FAS	9-14-2020		Suspension	2-11-21-Appellant Withdrew Appeal. Hearing Scheduled for March 2-5, 2021- Canceled	CSC

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER

4. OLD/NEW BUSINESS