



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Evan Chinn

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: Monday, May 16, 2022

TIME: 2:00 p.m.

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=me5d2e14806d125c1a11ee05bbd4c2685>

Join by meeting number

Meeting number (access code): 2487 718 3266

Meeting password: jR6dvD5wV9u

Tap to join from a mobile device (attendees only)

[+1-206-207-1700](tel:+12062071700),24877183266## United States Toll (Seattle)

[+1-408-418-9388](tel:+14084189388),24877183266## United States Toll

Join by phone

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

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [24877183266@seattle.webex.com](https://seattle.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

**CIVIL SERVICE COMMISSION
MEETING AGENDA
May 16, 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/DISCUSSION ITEMS

5. APPROVAL OF MEETING MINUTES
 - April 18, 2022-CSC Monthly Meeting

STANDING ITEMS

6. CASE STATUS REPORT and APPEALS UPDATE
 - Griffith v. SPU-CSC No. 22-01-013
 - Garza v. SDOT No. 22-01-015
7. EXECUTIVE DIRECTOR REPORT
 - Departmental Work and Budget Update
 - Update on CSC Special Election for Employee-Elected Member
8. EXECUTIVE SESSION (May be cancelled if not needed)
9. OLD/NEW BUSINESS
10. ADJOURN

**NEXT CSC MEETING: TBD
END OF AGENDA**

CHAIR (PSCSC 2.04)

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

5. APPROVAL OF MEETING MINUTES

- April 18, 2022



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Amy S. Bonfrisco

Commissioner Angelique M. Davis

Staff

Andrea Scheele, Executive Director

Teresa R. Jacobs, Executive Assistant

April 18, 2022

Civil Service Commission Monthly Meeting Minutes

Approved: May 16, 2022

1. CALL TO ORDER:

Commission Chair Mary Wideman-Williams called the meeting to order at 2:00 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

2. LAND ACKNOWLEDGEMENT:

Commission Chair Wideman-Williams 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.*

3. INTRODUCTIONS (In Attendance)

Commission: Commission Chair Mary Wideman-Williams, Commissioner Evan Chinn

Staff & Counsel: Andrea Scheele, Executive Director.

Guests: Thomas Griffith, Appellant; Anna Silver, Counsel for Mr. Griffith; Spruce Metzger, SPU

4. PUBLIC COMMENT: No members of the public requested to give comment.

5. WELCOME COMMISSIONER EVAN CHINN: Commissioner Wideman-Williams welcomed Commissioner Chinn and expressed her appreciation for his service. Commissioner Chinn stated that he was glad to be of service to the City and the civil service commission.

6. APPROVAL OF MINUTES

- **February 14, 2022:** The commission reviewed the minutes of the February 14, 2022, CSC meeting. Commissioner Chinn 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.

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

7. COMMISSION MEETING DATES MAY-DECEMBER

Commissioners and staff determined that the June 20, 2022 meeting would be rescheduled to June 27, 2022 at 3 pm, to accommodate for the Juneteenth holiday.

8. CASE STATUS REPORT AND APPEALS

Griffith v. SPU, CSC no. 22-01-013- The issues before the commission are to identify and discuss any potential conflicts of interest, and decide whether the CSC will hear the appeal, or delegate the hearing of the appeal. Mr. Griffith (Appellant) and his counsel, Ms. Silver were present. HR and Labor Relations Manager Spruce Metzger was present for SPU. Director Scheele reported that Mr. Griffith filed with the CSC a timely appeal of his termination by SPU, after exhausting the Employee Grievance Procedure.

Prior to the meeting, Commissioner Wideman-Williams identified a potential conflict of interest, because she and the appellant worked together years ago and remain friendly but are not close friends. Commissioners Wideman-Williams stated that to the best of her memory, the last time she saw Mr. Griffiths was 6 or 7 years ago, when they had lunch together. They worked together for several years, until 2007. They follow each other on social media and occasionally send birthday greetings, or similar infrequent communications. Mr. Griffith agreed with Commissioner Wideman-Williams' characterization of their relationship. Commissioner Wideman-Williams said that she did not feel that her relationship with the appellant would prevent her from making a fair decision in this matter, based on the facts and applicable laws/rules.

There was brief discussion among several attendees that that being acquainted with one or more the parties did not disqualify any commissioner from hearing an appeal, and that it was likely to happen again in the future, as both Commissioner Chinn and Commissioner Wideman-Williams are former City employees.

Director Scheele stated that a potential reason to consider delegation the appeal to was that the fact that there are only two commissioners currently, and a third may not join for several months.

Ms. Silver stated that the appellant was interested in as speedy appeal process, if possible. She inquired whether the Office of Hearing Examiner had the requisite subject matter expertise to hear a civil service appeal, and Director Scheele said although OHR does not frequently hear civil service appeals, OHE is competent and authorized to hear the matter.

Commissioner Chinn made a motion to delegate the appeal to the Office of Hearing Examiner, to make findings of fact and conclusions of law. The CSC shall the right to review and affirm, modify, or remand all or part of the decision, per to CSC Rule 5.08.2. Commissioner Wideman-Williams seconded the motion. Neither party objected or provided further comment. The motion passed, and Director Scheele was directed to prepare the order of delegation to OHE.

Garza v. SDOT, CSC No. 22-01-015- The Executive Director reported that this appeal was filed, but that more information is needed to determine jurisdiction.

9. OPMA AND PROCLAMATION 20-28- UPDATE ON REMOTE IN-PERSON PARTICIPATION

Director Scheele provided an update on the OPMA, which were that beginning in June 2022, commissioners will be able to participate remotely in meetings, and that public comment will be required at all meetings where final action takes place. We expect at some point the proclamation suspending the in-person requirements of the OMPA will be lifted, and then we will open the hearing space to the public or anyone else who wants to attend. Staff are preparing for this eventuality.

Commissioner Wideman-Williams stated that the ease of attendance remotely has been nice during the pandemic, but she would prefer that the CSC retreat be in person, if safe and possible. She suggested June or July, once the new elected commissioner is available.

10. UPDATE- PERSONNEL RULE [PREAMBLE](#), [1.1](#), [1.4](#), AND [11](#)) RELATING TO ANTI-HARASSMENT ANTI-DISCRIMINATION (AHAD)

Director Scheele provided a report that the recent changes to the Personnel Rules were a result of an Executive Order by Mayor Durkan, and a result of many employees' work on an interdepartmental team that she and Commissioner Chinn were in 2018 and 2019. The changes are to align the rules with the City's anti-harassment and anti-discrimination work. They expand the definition of "workplace misconduct." Seem to create a new right that may require enforcement by the CSC, and describe the Human Resources Investigations Unit. They also describe requirements for tracking and reporting violations. She mentioned highlights of the new rules, which were included in the meeting packet.

11. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. This is the busiest part of Police and Fire Exam's year, and that has required substantial involvement by Director Scheele. She reported that she submitted baseline adjustment budget requests for 2023, in addition to the April budget memo for the 2023-2024 biennium.

Update on CSC Special Election for Employee-Elected Member: Director Scheele reported that voting for CSC members had begun by mail and would begin electronically on April 25. Voting will close on April 29. There may be a result as soon as May 8, but a runoff election will likely be necessary because the winner must receive a majority of the votes, pursuant to SMC election code. The meeting materials include profiles for the candidates.

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

13. OLD/NEW BUSINESS

14. ADJOURN:

All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:49 pm

Respectfully submitted on May 16, 2022, for the CSC:

Andrea Scheele, Executive Director

Approved May 16, 2022

Mary Wideman-Williams, Chair

Request for public records, including audio recording of meetings may be made through the City Public Records Request Center <http://www.seattle.gov/public-records>

6. CASE STATUS REPORT AND APPEALS UPDATE

- *GRIFFITH V. SPU-CSC* NO. 22-01-013
- *GARZA V. SDOT* NO. 22-01-015

CIVIL SERVICE COMMISSION
CASE STATUS REPORT
April 2022

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
22-01-013	Griffith	SPU	3-28-2022	5.01B	Discharge	Delegated	OHE
22-01-015	Garza	SDOT	1-13-2022	P.R. 1.4, 1.5, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.1, 4.3, 11; SMC 4.04.260(A) & PR 5.8.100 Abuse of Employee Evaluation Procedures, retaliation for concerted and protected employment activity	Performance	Scheduling prehearing conference	TBD

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER
21-01-041	LaBelle	Parks	10-15-2021		Discharge	1 st Prehearing held December 10, 2021 Respondent filed a Motion to Dismiss. ED sent an Order Granting Motion Dismiss-1-28-2022	CSC

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

**BEFORE THE CITY OF SEATTLE
CIVIL SERVICE COMMISSION**

In the matter of the appeal of

Thomas Griffith,

Appellant

v.

Seattle Public Utilities,

Respondent

DELEGATION ORDER

CSC No. 22-01-013

Pursuant to CSC Rule of Practice and Procedure 5.08, Subsection 4.04.250(7) of the Seattle Municipal Code, and Article XVI of the Seattle City Charter, the Civil Service Commission on April 18, 2022, delegated this matter for hearing to Office of the Hearing Examiner.

The Hearing Examiner shall be the Presiding Officer and conduct the appeal according to the CSC Rules of Practice and Procedure. The CSC retains the right to review and affirm, modify, or remand all or part of the decision (CSC Rule 5.08.2).

Parties shall address all future pleadings and correspondence to: **Office of the Hearing Examiner, Hearing.Examiner@seattle.gov**.

Dated this 21st day of April 2022.

FOR THE CITY OF SEATTLE CIVIL SERVICE COMMISSION



Andrea Scheele, Executive Director

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

**BEFORE THE CITY OF SEATTLE
CIVIL SERVICE COMMISSION**

In the matter of the appeal of

Thomas Griffith,

Appellant

v.

Seattle Public Utilities,

Respondent

CERTIFICATE OF SERVICE

CSC No. 22-01-013

I, Andrea Scheele, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via email, a true and correct copy of the foregoing document: **Delegation Order.**

Thomas Griffith
c/o Anne E. Silver & Joyce L. Thomas, Attorneys at Law
Frank Freed Subit & Thomas
705 Second Avenue, Suite 1200
Seattle, WA 98104-1798
jthomas@frankfreed.com
asilver@frankfreed.com

Seattle Public Utilities
c/o Spruce Metzger, Employee and Labor Relations Manager
Spruce.metzger@seattle.gov

DATED: April 21, 2022 at Seattle, Washington.



Andrea Scheele, Executive Director
Civil Service Commission

7. EXECUTIVE DIRECTOR REPORT

- Departmental Work and Budget Update
- Update on CSC Special Election for Employee-Elected Member

CIV Budget and Actuals Query (General Ledger) as of 05/13/22

EXPENSE_CATEGORY	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before Encumbrances	Available Balance	% Spent	% Available (After Encumbrances)
Nonpersonnel Svcs	531030 - Supplies-Office Supplies	2,700.00	98.12	(2,700.00)	(98.12)	(98.12)		
	549020 - Isf-Fas Alloc	108,850.00	45,354.10		63,495.90	63,495.90	41.7%	58.3%
	541310 - Services-Legal Notices	500.00		(380.00)	120.00	120.00	0.0%	100.0%
	541320 - Services-Court Reporters	500.00		(500.00)				
	541550 - Services-Parking	500.00		(500.00)				
	542900 - Rentals-Other	2,000.00	394.26	(2,000.00)	(394.26)	(394.26)		
	544050 - Reimburse-Meetin Refresh&Meals	200.00		(200.00)				
	545010 - Travel Costs-Out-Of-City	1,500.00		(1,500.00)				
	545030 - Travel Costs-Conf, Conv, Sem	1,533.00		(1,533.00)				
	546010 - Fees-Dues & Memberships	1,000.00		(1,000.00)				
	549070 - Isf-ltd Alloc	25,297.00	10,530.00		14,767.00	14,767.00	41.6%	58.4%
	549080 - Isf-ltd Billed	354.00	344.29		9.71	9.71	97.3%	2.7%
	549100 - SDHR Allocation	35,862.00	11,953.96		23,908.04	23,908.04	33.3%	66.7%
	532020 - Equipment-Software Purchases	1,000.00		(1,000.00)				
	545040 - Travel Costs-In City	600.00		(600.00)				
	541280 - Services-Courier And Delivery	500.00		(500.00)				
	541380 - Services-Admin Charges	1,550.00		(1,550.00)				
	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%
	531010 - Supplies-Subscrips/Pubs/Books	10,000.00	1,379.73	(8,800.00)	(179.73)	(179.73)	115.0%	-15.0%
	545020 - Travel Costs-Training Classes	600.00		(600.00)				
	544070 - Reimburse-Dues & Membership		25.00		(25.00)	(25.00)		
	541120 - Services-Technology		770.65		(770.65)	(770.65)		
Nonpersonnel Svcs Total		195,146.00	70,850.11	(23,363.00)	100,932.89	100,932.89	41.2%	58.8%
Personnel Svcs	510010 - Salaries & Wages	282,769.00	29,997.25		252,771.75	252,771.75	10.6%	89.4%
	510020 - Holiday		1,355.80		(1,355.80)	(1,355.80)		
	510070 - Part Time-Salaries & Wages	34,590.00			34,590.00	34,590.00	0.0%	100.0%
	520010 - Fica	15,498.00	2,929.59	4,215.00	16,783.41	16,783.41	14.9%	85.1%
	520020 - Medicare	4,181.00	685.15	1,137.00	4,632.85	4,632.85	12.9%	87.1%
	520070 - Insurance Prem-Health & Dental	30,891.00	16,150.00	7,869.00	22,610.00	22,610.00	41.7%	58.3%
	520090 - Insurance-Group Fund Life	206.00	16.71	57.00	246.29	246.29	6.4%	93.6%
	520100 - Insurance-Longterm Disability	39.00	1.99	11.00	48.01	48.01	4.0%	96.0%
	520300 - Pension-City Retirement Sys	36,996.00	5,600.82	10,059.00	41,454.18	41,454.18	11.9%	88.1%
	520080 - Insurance-Wash St FML		78.45		(78.45)	(78.45)		
	510110 - Salaries & Wages-Temp/Intermit	1,184.00	13,810.40		(12,626.40)	(12,626.40)	1166.4%	-1066.4%
	520110 - Insurance-Death Benefit Pay	19.00	1.20	5.00	22.80	22.80	5.0%	95.0%
	520320 - Employee Assistance Premium	38.00	46.08	10.00	1.92	1.92	96.0%	4.0%
	520011 - Fica Fsa Dcap & Health		176.44		(176.44)	(176.44)		
	510040 - Vacation		1,016.86		(1,016.86)	(1,016.86)		

Personnel Svcs	510030 - Sick Leave	847.38		(847.38)	(847.38)		
	510240 - Executive Leave Used	1,355.81		(1,355.81)	(1,355.81)		
	510140 - Sick Leave-Temp/Interm Emp	448.00		(448.00)	(448.00)		
	510010 - Salaries & Wages	41,285.13		(41,285.13)	(41,285.13)		
	510020 - Holiday	791.84		(791.84)	(791.84)		
	510070 - Part Time-Salaries & Wages	9,400.00		(9,400.00)	(9,400.00)		
	520010 - Fica	3,853.39		(3,853.39)	(3,853.39)		
	520020 - Medicare	901.21		(901.21)	(901.21)		
	520090 - Insurance-Group Fund Life	34.21		(34.21)	(34.21)		
	520100 - Insurance-Longterm Disability	5.61		(5.61)	(5.61)		
	520300 - Pension-City Retirement Sys	8,733.11		(8,733.11)	(8,733.11)		
	520080 - Insurance-Wash St FML	101.64		(101.64)	(101.64)		
	520110 - Insurance-Death Benefit Pay	22.80		(22.80)	(22.80)		
	510040 - Vacation	1,732.15		(1,732.15)	(1,732.15)		
	510030 - Sick Leave	2,369.73		(2,369.73)	(2,369.73)		
	510240 - Executive Leave Used	791.84		(791.84)	(791.84)		
	510300 - Other Paid Time Off	6,937.65		(6,937.65)	(6,937.65)		
Personnel Svcs Total		406,411.00	151,478.24	23,363.00	278,295.76	278,295.76	35.2%
		601,557.00	222,328.35	0.00	379,228.65	379,228.65	37.0%
		601,557.00	222,328.35	0.00	379,228.65	379,228.65	37.0%

Seattle Civil Service Commission
2022 Civil Service Commission Election
Final Vote Summary - May 06, 2022

CIVIL SERVICE COMMISSION

Vote for 1

Walker Dodson	115	13.01%
Yolanda Geolingo	165	18.67%
Belén Herrera	139	15.72%
James Philio	103	11.65%
Fernando Platin	76	8.60%
Susan Stoltzfus	108	12.22%
Joshua Werner	174	19.68%
Write-In	1	0.11%
Under Vote	1	0.11%
Over Vote	2	0.23%
	<hr/> 884	

Election Summary

Total Returns by Internet	494	55.88%
Total Returns by Mail	390	44.12%
Total Returns	884	100.00%
Total Ballots Distributed	7,288	
Percent Returned	12.13%	



Certified, Frank Fatone
President and CEO
Election Services Co.

The election results and any additional information in connection therewith provided by ESC hereunder or in any report delivered by ESC in connection therewith are provided solely for the benefit of the Board of Directors or equivalent governing body of your organization in connection with the services provided hereunder or any other services rendered in connection therewith and shall not otherwise be reproduced for any other purpose, made public or provided to the membership of your organization (other than to report such actual election results) or any other person or entity without the express prior written consent of ESC.

8. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

9. OLD/NEW BUSINESS

10. ADJOURN