



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

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- **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

Teresa R. Jacobs Date: 2-16-2021

Amy Bonfrisco Date: 02/23/2021

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

*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>

Signature: *Amy Bonfrisco*
Amy Bonfrisco (Feb 23, 2021 10:26 PST)

Email: AMY.BONFRISCO@SEATTLE.GOV