



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Charlene MacMillan

Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa R. Jacobs, Executive Assistant

October 2, 2023
Civil Service Commission Retreat
Approved: October 16, 2023

1. **CALL TO ORDER:** Commission Chair Mary Wideman-Williams called the retreat to order at 10:00 am. The retreat was held in SMT 1650.

2. **LAND ACKNOWLEDGEMENT:** Chair Wideman-Williams opened the retreat with a Land Acknowledgement.

3. **INTRODUCTIONS: Commissioners:** Commission Chair Mary Wideman Williams, Commissioner Charlene MacMillan, Commissioner Joshua Werner. **Staff/Assistant City Attorney:** Andrea Scheele, Executive Director, Sarah Butler, Operations and Policy Advisor, Teresa R. Jacobs, Executive Assistant, Joe Levan, Assistant City Attorney. **Facilitator:** Janell Morgan Ndegwa.

4. **WELCOME AND CENTERING ACTIVITY:** Ms. Morgan Ndegwa lead the opening of the retreat with a welcome and centering activity.

5. **CIV DEPARTMENT OVERVIEW:** Staff shared their backgrounds, Cliftons Strengthfinder results from the staff retreat held in July, and an outline of current work and future goals for the department.

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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>

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6. **RETROSPECTIVE: CIVIL SERVICE COMMISSION AND DEPARTMENT:** Sarah Butler gave a presentation on the history of the Civil Service Commission.

7. **ADMINISTRATIVE HEARINGS: NUTS AND BOLTS FOR COMMISSIONERS:** Director Scheele conducted a training for the commissioners on conducting an administrative (appeal) hearing. Ms. Scheele covered the process from the filing and intake of an appeal to the hearing, and written decision of the commission.

8. **OPEN DISCUSSION:** There was discussion on updating the website, land acknowledgement, and the history of policy development of the commission.

9. **ADJOURN:** Commission Chair Wideman-Williams adjourned the retreat at approximately 2:00 pm.

Respectfully submitted on **October 16, 2023**, for the CSC:

Teresa R. Jacobs

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams
Mary Wideman-Williams, Chair