



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

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

July 17, 2023

## Civil Service Commission Meeting Minutes

*Approved: September 18, 2023*

### 1. CALL TO ORDER:

Commission Chair Mary Wideman-Williams called the meeting to order at 2:01 pm. The meeting was held via WebEx and in person in the Commission's Hearing Room 1679 at SMT.

### 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

**Commission:** Commission Chair Mary Wideman-Williams, Commissioner Joshua Werner. and Commissioner Charlene MacMillan

**Staff & Counsel:** Andrea Scheele, Executive Director; Joe Levan, Assistant City Attorney; Sarah Butler, Operations & Policy Analyst. **Not Present:** Teresa Jacobs, Executive Assistant.

- Commissioner Charlene MacMillan was welcomed by commission and staff to her first meeting as the Council appointed commissioner. Commissioner MacMillan provided a brief overview of her work with the City and as an arbitrator in private practice.

### 4. PUBLIC COMMENT: There was no public comment written or in person.

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#### City of Seattle Civil Service Commissions

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*The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact [Teresa.jacobs@seattle.com](mailto:Teresa.jacobs@seattle.com)*

**5. APPROVAL OF MEETING MINUTES June 12, 2023- CSC Monthly Meeting:**

Commissioner Werner moved to accept the minutes as written. Commission Chair Wideman-Williams seconded the motion. The motion passed unanimously. The minutes for CSC monthly meeting on June 12, 2023, were approved.

**6. COMMISSION RETREAT-Discussion on Potential Dates and Topics:** The commission and staff discussed the annual retreat of the Civil Service Commission. There was emphasis on the need for the retreat to align with the commission's commitment to racial equity and an opportunity for the commission and staff to bond and work as a team. The retreat will be held in either late September or early October. Director Scheele suggested a Doodle poll to finalize the date. Director Scheele also suggested having the retreat facilitated by a training partner from SDHR and she offered to collaborate with the facilitator to outline topics. Director Scheele recommended training on the commission hearing and decision of an appeal, and Open Public Meetings Act. A draft agenda will be sent to the commission and staff after a date is determined.

**7. NOVEMBER 2023 CIVIL SERVICE ELECTION UPDATE:** Director Scheele gave an update on the Civil Service and Public Safety Civil Service Election for the employee elected commissioner position. Director Scheele and Sarah Butler are working closely with the Clerk's Office to determine the election timeline. Director Scheele reported that leading up to the election the commission staff and the clerk's office will hold various election information sessions that will take place in person and online. Director Scheele also notified the commission on the clerk's upcoming rulemaking to update the ordinance on who can be a candidate and who can vote in the election.

**8. CASE STATUS REPORT and APPEALS UPDATE**

Director Scheele informed the commission of the current open appeals. The commission reviewed the case status report.

***Reichenbach v. SPU, CSC 23-03-002:*** Director Scheele reported the first prehearing conference for which she would preside has been scheduled for August 18. Director Scheele informed the commission that parties will submit their preliminary witness and exhibit lists and she stated she would share those lists with the commissioners for review to determine if any commissioners had any potential conflicts.

***Clemons v. SDOT, CSC No. 22-01-015:*** Director Scheele notified the commission that

she would work with the commission's counsel on dismissal of this appeal.

9. **EXECUTIVE DIRECTOR REPORT**

**Departmental Work and Budget Update:** Director Scheele provided an update to the commission on ongoing departmental work and budget. **Staff Retreat:** On July 17, staff met for part 1 of a 2-part annual retreat. There was work on team building, identifying our own leadership strengths, and articulating our values. Part two of the retreat is scheduled for later this week. There was also discussion on improving commission visibility and access to the CSC processes to those that have the least accessibility. **Budget:** Director Scheele shared the budget and reported there were no significant changes other than the addition of funds to cover the additional CSC employee. **PSCSC Exams:** Director Scheele informed the commission that staff has ongoing work with the exam unit on hiring and promotional exams with the Seattle Police and Fire Departments.

**OLD/NEW BUSINESS:** There was no old/new business.

10. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission did not go into executive session. .

11. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:35pm.

Respectfully submitted on **September 18, 2023**, for the CSC:

*Teresa R. Jacobs*

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Teresa Jacobs, Executive Assistant

Approved

*Mary Wideman-Williams*  
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Mary Wideman-Williams, Chair