



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, Administrative Staff Assistant

May 18, 2020

Civil Service Commission Special Meeting*

Approved: June 15, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 2:04 pm. The meeting was held via Skype 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, Administrative Staff 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:

- **February 24, 2020 -Special Meeting:** The Commission reviewed the minutes of the February 24, 2020 Special Meeting of the CSC. 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.

City of Seattle Civil Service Commissions

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2. EXECUTIVE DIRECTOR REPORT

- a. **COVID-19 Update: COOP:** Ms. Scheele updated the commission on the City-Wide Continuity of Operations Plan (COOP). COOP identifies where the City will direct its limited resources during a pandemic to the highest priority essential functions. An Essential Function is either a Priority Service One (1) or Priority Service Two (2) function. The CSC does not have priority 1 or 2 service functions, whereas the PSCSC has several priority two functions. Therefore, staff has been keeping up to date City leadership, particularly regarding Fire and Police Exams. **PPE:** Ms. Scheele also informed the Commission that City departments are working on providing PPE for employees returning to or currently working in city buildings. **Grievances:** A Memorandum of Understanding is being proposed to the Collective Bargaining Unions to extend filing deadlines for grievances.

 - b. **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she will be confirmed by the City Council on June 1st.

 - c. **Budget Update:** Departments were requested to submit line items for proposed budget cuts. Ms. Scheele submitted travel and training. The City Budget Office accepted the submission.

 - d. **Financial Interest Statements Update:** All commissioners returned their signed FIS. Civil Service Commission is 100% compliant.
3. **CASE STATUS REPORT/APPEALS UPDATE:** There are no new appeals.
4. **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 2:42 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 6/15/2020

/s/ Amy S. Bonfrisco 6/15/2020

Teresa R. Jacobs Date: 6-15-2020

Amy Bonfrisco Date: _____

Teresa R. Jacobs
Administrative Staff 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>