



## 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

July 19, 2021

## Civil Service Commission Monthly Meeting

*Approved: August 16, 2021*

1. **CALL TO ORDER:** Commission Chair Amy Bonfrisco called the meeting to order at 2:02 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

## 2. INTRODUCTIONS

### Commission and Staff 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

### Meeting Attendees/Guests:

Steve Zwerin, Director, HRIU

## 3. 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.*

4. **PUBLIC COMMENT:** No one requested to speak.

## 5. HRIU EDUCATION & OUTREACH-Steve Zwerin, Director & Sonia Johnson, Sr.

**Investigator of HRIU:** Commissioner Bonfrisco introduced Steve Zwerin the Director of Human Resources Investigations Unit (HRIU). Steve was present to give the commission

background on the work of HRIU and its investigations into misconduct, harassment, and discrimination. Steve gave insight into the way the investigation process is conducted, the communication tools that are used with the employee(s) who may have brought the claim to HRIU, and how HRIU may work with employees/managers to resolve conflict, make recommendations for training or coaching when there is no investigation. HRIU has four investigators, which includes an Alternative Dispute Resolution investigator.

**6. APPROVAL OF MINUTES-May 17, 2021-**The commission reviewed the minutes of May 17, 2021. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Davis seconded the motion. The minutes were approved acclamation and will be signed by the chair.

**6. CASE STATUS REPORT/APPEALS/UPDATES:**

The commission reviewed the case status report.

**7. CSC ADMINISTRATION**

There was no discussion

**8. EXECUTIVE DIRECTOR REPORT**

**Departmental Work Update-**Ms. Scheele reported that staff continues to work from home and is currently looking at its return to work and opening the public space for in person meetings when the proclamation on opening public meetings is lifted. **Budget Update-**Ms. Scheele reported she continues to work with the budget analyst. There are not significant expenditures for the month. **CSC Outreach Update: Website-**Ms. Scheele showed the commission the updates that have been made on the commission website, including changes and consolidation to the forms page. **Training-**Ms. Scheele reported she recently gave a training to the Human Resources Leadership Team and received very positive feedback. Ms. Scheele reported she will be conducting future trainings with HR staff for Seattle Municipal Court and two trainings for Seattle Department of Transportation, and Finance and Administrative Services. A custom training will be developed for the Police department for the civil service and public safety civil service employees. Future trainings will be with City Light and Small Departments.

**9. OLD/NEW BUSINESS- September 18 Retreat-**Ms. Scheele notified the commission that she will send alternate dates to the commissioners to reschedule the second part of the CSC retreat.

**ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 3:03 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 8/16/2021

/s/ Amy S. Bonfrisco 8/16/2021

*Teresa R. Jacobs* Date: 8-16-21

*Amy Bonfrisco* Date: 8-16-21

Teresa R. Jacobs  
Executive Assistant

Amy S. Bonfrisco  
Commission Chair

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