



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

September 21, 2020

Civil Service Commission Special Meeting*

Approved: October 19, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 2:08 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:

July 20, 2020 -Special Meeting: The Commission reviewed the minutes of the July 20, 2020 Special Meeting. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Bonfrisco 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:** Andrea Scheele, Executive Director gave her report to the commission on the following:
- **COVID-19 Update:** Ms. Scheele reported to the commission that staff continues to work from home, while intermittently going into the office to check mail and faxes, and brief onsite work.
 - **Budget Update:** As of September 10, the budget is at 36.6% for the year. The mayor will present the proposed budget on September 29.
 - **Planned Wage Increases for Non-Represented APEX/SAM Positions:** The City will forego 2021 Annual Wage Increases for APEX/SAM.
 - **Save the Date-39th Annual Civil Service Conference:** The 2021 Civil Service Conference will be held remotely October 13 and 14. Staff will send information as it becomes available.
 - **PSCSC Update:** Ms. Scheele reported that the PSCSC is currently awaiting the appointment of the City Council appointed commissioner Dorothy Leggett.
 - **ED JSQ Discussion:** The Commission discussed the Executive Director's pending submission of a JSQ. The Commission as the Appointing Authority received copies to review and sign prior to submitting to the CSC's HR Business Partner who will forward to Classification and Compensation for review.
3. **CASE STATUS REPORT/APPEALS UPDATE Smith v. FAS-CSC No. 20-01-017:** An appeal was filed by a Finance and Administrative Services employee who alleges the department violated Personnel Rules 1.1; 1.1.3 and related rules that apply. The appellant also alleges bias, unfair treatment, and improper investigation. The commission discussed presiding over the appeal. Commission chair Bonfrisco moved that the commission will preside at a first prehearing at its next meeting on October 19, 2020. The motion was approved by acclamation. The motion passed.
4. **OLD/NEW BUSINESS:** Ms. Scheele reported that she is serving on a rules team that is working on updating the Personnel Rules 1.1; Workplace Harassment, and 1.4 Appeals to the Civil Service Commission. Ms. Scheele will send materials to the commission to review and provide comments.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 3:29 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/19/2020

/s/ Amy S. Bonfrisco 10/19/2020

Teresa R. Jacobs Date: 10-19-20

Amy S. Bonfrisco Date: 10-19-20

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>