
CIVIL SERVICE COMMISSIONS**Public Safety Civil Service Commission**

Commission Chair Joel A. Nark
Commissioner Stacy Connole

Staff

Andrea Scheele, Executive Director
Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission**January 16, 2020****Approved March 5, 2020**

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission monthly meeting to order at 10:20 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Stacy Connole
Teresa Chen, Assistant City Attorney
Andrea Scheele, Interim Executive Director
Teresa R. Jacobs, Administrative Staff Assistant

1. Approval of Minutes:

- **December 19, 2019-Special Joint Meeting of the PSCSC & CSC and December 19, 2019, Special Meeting of the PSCSC:** The Commission reviewed the minutes of the December 19, 2019 Special Joint meeting of the PSCSC and CSC and Special Meeting of the PSCSC. Commissioner Connole moved to approve the minutes as written. Commission Chair Nark seconded the motion. The minutes were approved by acclamation and were signed by the chair.

2. Executive Director Report:

- **Veteran's Preference Rulemaking:** Ms. Scheele updated the commission on the rulemaking committee meeting that will include representatives from Fire, Police, Labor, Veteran's, and Law. The meeting originally scheduled to take place January 17, 2020 has been postponed until February 26, 2020.
- **Budget:** The commission reviewed the adopted budget for 2020. Ms. Scheele reported the carryover of the 2019 funds for the A/V project was successful.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>**An equal employment opportunity employer. Accommodations for people with disabilities provided upon request**

- **Hearing Room IT Project Update:** Ms. Scheele reported the Hearing room audio/video project install will take place on January 23rd and 24th. The install will include a backup for the recording in the event a recording stops during a hearing or meeting. Ms. Scheele also notified the commission that she will seek a bid for painting the hearing room and will share with the commission when a quote is received.
- **New Commissioner Appointment:** Ms. Scheele reported that Commissioner Pailca submitted her resignation as Council appointed commissioner. Ms. Scheele continues to source candidates and work with the council representative for commission appointments to fill the vacancy.
- **Department Work Plan/Commission Retreat:** Ms. Scheele reported that staff will hold an onsite retreat to develop a work plan. There is the possibility to hold separate retreats for the CSC and PSCSC.
- **Open Public Meetings Act Training:** Is scheduled to take place in February.
- **CSC Update:** Ms. Scheele provided an update on the Civil Service Commission and notified the commission that elections for the employee elected commissioner will be held this year.

3. **Exam Unit Updates:** Yoshiko Grace Matsui, Fire Exam Analyst and Rachel Schade, Police Exam Analyst were present to give updates on exams **Police:** Ms. Schade reported to the commission that entry level testing was held on January 11th. There were 698 applicants, 209 sat for the exam; there were 57 from out of state and 152 from in state who were present for the exam. 168 passed which is over an 80% pass rate. The next entry level exam application period opened on January 15th. The Sergeant's exam is currently open for filing and closes tonight at midnight. **Fire:** Ms. Grace Matsui reported to the commission that Captain, Battalion Chief and Fireboat Pilot are currently in the open application period. Oral Boards for Fire begin next week. 1545 applicants have been invited to the boards. Each board will have two uniform and one civilian on the panel. Ms. Grace Matsui reported with the Mayor's support there are 22 City departments to provide staff on loan for the boards.

4. **Case Status Report/Appeals Update/Exam Protest/Request for Decision:**

- **Goodman v. SPD-PSCSC No. 19-01-032:** Ms. Scheele reported Officer Goodman requested to withdraw his PSCSC appeal to pursue it through his union. A dismissal order will be issued.
- **Request for Decision-Lt. Adams-PSCSC No. 20-03-011- Request for Decision (Veteran's Preference):** Lieutenant Paul Adams filed a Request for Decision regarding Veteran's

Preference Points. The commission heard testimony from Lt. Adams and took comment from Lt. Osment Pyle on the issue.

❖ **Executive Session:** The Commission went into Executive Session at 11:30 am. The Executive Session ended at 11:55 am

❖ **Executive Session:** The Commission went into Executive Session at 11:55 am. The Executive Session ended at 12:14 pm

- **Adams:** In the matter of the Request for Decision by Lt. Adams of the Seattle Fire Department, the following is our response: *While a quorum is present today, testimony was taken and considered, the two commissioners who were present, were not able to reach a decision on this matter. The Request for Decision is denied.*

5. Old Business/New Business:

- **2020 Meeting Schedule:** Ms. Schade asked the commission if the March 19th meeting could be moved to March 26th to allow for Police protests. The commission agreed to cancel the March 19th meeting and a Special Meeting will be held on March 26th. Commissioner Conrole will not be available on February 20th. The commission agreed to cancel the February 20th meeting and will hold a Special Meeting on March 5th. The Commission agreed to cancel the April 16th meeting and hold a Special Meeting on April 23rd to allow for Fire protests.
- **Notice of Special Meetings for Evaluation of Executive Director Candidates:** The Commission reviewed the notices signed by the Chair of the Special Meetings being held January 22nd and January 27th.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:15 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 3/5/2020

/s/ Joel A. Nark 3/5/2020

Teresa R. Jacobs

Date: 3-5-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark

Date: 3-5-20

Joel A. Nark
Commission Chair

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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

February 24, 2020
Civil Service Commission
Special Meeting*
Approved: May 18, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 10:00 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Gary Smith, Assistant City Attorney

Not in Attendance:

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. Open Public Meetings Act Training-Gary Smith, ACA:** Assistant City Attorney Gary Smith conducted OPMA training for the commissioners. Commissioners are required to receive the training at intervals of no longer than four years.

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2. Approval of Minutes:

- **December 19, 2019-Special Joint Meeting of the CSC & PSCSC:** The Commission reviewed the minutes of the December 19, 2019 Special Joint Meeting of the CSC & PSCSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **December 19, 2019-Special Meeting of the CSC:** The Commission reviewed the minutes of the December 19, 2019 Special Meeting of the CSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **January 22, 2020-Joint Meeting of the CSC & PSCSC:** The Commission reviewed the minutes of the January 22, 2020 Special Joint Meeting of the CSC & PSCSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

3. Executive Director Council Appointment Update-Teresa Chen, Assistant City Attorney:

Teresa Chen, Assistant City Attorney, gave an update on the appointment of Ms. Scheele as permanent Executive Director. On January 22nd, the PSCSC and CSC at its joint meeting approved the permanent appointment of Ms. Scheele. The interim position Ms. Scheele is currently in will be renewed for 120 days due to the pending formation of the City Council Committee. The Executive Director appears before the committee before moving forward to the full City Council for confirmation. Ms. Scheele is working with Council staff to schedule to appear before the committee. Commissioner Davis moved to renew the appointment of the Interim Executive Director. Commission Chair Bonfrisco seconded the motion. The motion was approved.

4. 2020 Commission

- **Chair selection:** Commissioner Davis moved for Commissioner Bonfrisco to serve a second term as the CSCC Chair. Commissioner Wideman-Williams seconded the motion. The motion was approved.
- **Meeting Schedule:** Commissioner Davis requested the commission consider moving the Commission meetings due to conflicts with her schedule on Wednesdays; the current regular meeting schedule. Commissioner Bonfrisco moved to the hold a Special meeting on March 30th at 2:00 pm and meetings thereafter will be held on the third Monday at 2:00 pm. The motion was approved. Commissioner Wideman-Williams waived written notice of the meeting. ~ RCW 42.30.080

5. Executive Director Report:

- **Hearing Room IT Project Update:** Ms. Scheele reported the Hearing room audio/video project is near completion.
- **Budget:** The commission reviewed the budget report. Ms. Scheele gave background on the surplus funds that could possibly remain at the end of the year. The commission inquired about commission staff trainings and development and stated they were supportive of staff seeking development trainings. Commissioner Wideman-Williams suggested a budget planning exercise to identify the areas that the commission would use budget funds to cover for space planning, purchasing, administrative needs or trainings. Ms. Scheele stated staff will meet to the put together department work plan and she will add it to the plan and provide information to the commission.
- **Guest Speakers:** Ms. Scheele presented a list of potential speakers to invite to the commission.

Departmental Work Update:

- **Survey:** Commissioners Bonfrisco and Davis provided a background on the purpose of the survey. Commissioner Davis suggested the department explore hiring an intern to work on the data results of the survey.
- **New Employee Orientation:** Ms. Scheele reported she presented at the January New Employee Orientation and she is receiving feedback from the facilitator.
- **Biannual Report:** Ms. Scheele stated staff will include on the workplan developing a biannual report. Ms. Davis stated that would also be a project an intern could provide for the commission.
- **PSCSC:** Ms. Scheele reported she is currently working with the Fire and Police Exams Analysts on Fire and Police lateral and entry level exams. She also reported that she developed a workgroup for the Veteran's Preference Rulemaking and is also working on the Service Preference Points and in communication about the issue with the Community Police Commission.

Case Status Report/Appeals Update: There are no new appeals.

6. 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 12:00 pm

Respectfully Submitted By:

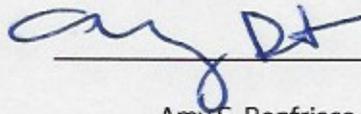
/s/ Teresa R. Jacobs 5/18/2020

/s/ Amy S. Bonfrisco 5/18/2020

Teresa R. Jacobs

Date: 5-19-2020

Teresa R. Jacobs
Administrative Staff Assistant

 Date: 5/18/2020

Amy S. Bonfrisco
Commission Chair

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

March 5, 2020-Special Meeting

Approved April 23, 2020

Call to Order: Acting Commission Chair Stacy Connole, called the Public Safety Civil Service Commission special meeting to order at 10:30 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Stacy Connole

Teresa Chen, Assistant City Attorney

Andrea Scheele, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone:

Commission Chair Joel Nark

- **Open Public Meetings Act Training:** Will be scheduled for a later date.

1. Approval of Minutes:

- **January 16, 2020-Monthly Meeting of the PSCSC and January 22, 2020-Special Joint Meeting of the PSCSC & CSC:** The Commission reviewed the minutes of the July 16, 2020 PSCSC monthly meeting and January 22, 2020 Special Joint Meeting of the PSCSC & CSC. Commissioner Nark moved to approve the minutes as written. Commissioner Connole seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. **Executive Director Council Appointment Update:** Ms. Scheele updated the commission on the potential dates she would be scheduled to go before the City Council for her appointment as the Executive Director of the Civil Service Commissions. Ms. Scheele will send out the date to the Commissioners once it's scheduled with Council.

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3. Executive Director Report:

- **Veteran's Preference Rulemaking:** Ms. Scheele updated the commission on the rulemaking and the commission reviewed a draft of the possible language for the rule. Teresa Chen, Commission Counsel, advised the commission regarding language. Ms. Scheele will look at submitting future rewrites before opening the draft rule for public comment.
- **Fireboat Engineer Change in Weighting:** Ms. Scheele reported that the Fire Department and Local 27 met as part of their Labor management meeting and agreed on February 14, 2020 to change the Fireboat Engineer exam weighting, effective 2021 from 60% Written-40% Practical to 50% Written- 50% Practical.
- **Budget:** The commission reviewed the current budget. Ms. Scheele reported there was an unexpected cost for software that was not originally budgeted in the 2019 A/V project. Ms. Scheele reported there were no other significant changes to the budget in the last month.
- **Department Work Plan:** Ms. Scheele reported that staff has scheduled two half-days to begin work on the 2020 workplan.
- **Intern:** Ms. Scheele is currently gathering information on hiring an intern for the department to work on projects for the commissions. Possible work would include compiling data results from the CSC survey and research on community preference points for PSCSC.
- **New Commissioner Appointment Update:** Ms. Scheele reported the person who the Council is looking to appoint is still awaiting clearance from her employer.
- **Financial Interest Statements:** The commission was notified of the filing deadline on April 15.
- **List of Invitees to Commission Meetings:** Staff compiled a list of potential speakers to come to commission meetings when relevant.
- **CSC Updates:** Ms. Scheele provided the commission an update on the work of the Civil Service Commission.
- **COVID-19:** Ms. Scheele reported SDHR and the Mayor will release instruction on reducing the number of people gathering in the City for meetings. Ms. Scheele suggested that Skype will be added to agendas for remote attendance. Staff and Commissioners will follow the King County Public Health guidelines of staying home if sick.

4. **Exam Unit Updates:** Rachael Schade, Police Exam Analyst was present to give updates on Fire and Police exams Ms. Schade gave an update on Fire Exams on behalf of Fire Exams Analyst Yoshiko Grace Matsui, who was not present. **Fire:** Ms. Schade reported to the commission that the Entry Level pass rate was 91.51%. The entry level exams concluded mid-February. There are 1295 candidates on the register. Letters were sent to candidates this week and the first class is anticipated in August. Ms. Grace Matsui is currently meeting with the Fireboat Pilot development committee and has met with the Captain group. The Battalion Chief exam is scheduled for April 5th. **Police:** Ms. Schade reported that the Sergeant exam is scheduled on Saturday March 7th. SDHR is sending notices to the candidates providing information on the King County guidelines for health and precautions. They will have exam accommodations for those that may be unable to attend.

5. **Case Status Report/Appeals Update/Exam Protest/Request for Decision:**

- **Novosedlak v. SPD-PSCSC No. 20-01-004-New Appeal:** A former police officer filed an appeal that Ms. Scheele determined was timely and within the PSCSC jurisdiction. Mr. Novosedlak is awaiting word from his Union on whether they will hear his case in arbitration.

6. **Old Business/New Business:** Ms. Scheele requested the commission determine what day and time the commission would meet for its monthly meeting. PSCSC Rule 2.01 will be updated in the rulemaking process to be consistent with the commission schedule.

❖ **Executive Session: The Commission went into Executive Session at 10:41 am. for discussion on the Veteran's Preference Draft Rule. The Executive Session ended at 11:36 am**

Adjourn: All other business before the Commission having been considered, acting Commission Chair Connole adjourned the meeting at 11:37 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 4/23/2020

Teresa R. Jacobs Date: 4-23-2020
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 4/23/2020

Joel A. Nark Date: 4/23/2020
Joel A. Nark
Commission Chair

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

April 23, 2020-Special Meeting

Approved: May 21, 2020

Call to Order: Commission Joel Nark called the Public Safety Civil Service Commission special meeting to order at 10:05 a.m. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Teresa Chen, Assistant City Attorney

Andrea Scheele, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

1. Approval of Minutes-March 5, 2020-Special Meeting

The Commission reviewed the minutes of the March 5, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. 2020 Police Sergeant Written Exam Protest Appeals

- **Background info for Exam Protest Appeals - Rachael Schade, Police Exams Analyst**

Ms. Schade provided background on the development of the exams. 115 officers applied for the sergeant's exam; 73 officers sat for the three-day exam. The protest period was from March 9 through March 11.

The Commission reviewed the submitted protests.

- **Question #83-Request to Eliminate**
- **Question #154-Request to Eliminate-Development Committee Agreed; Question Eliminated**
- **Question #161-Give Credit for Answer B**

3. Exam Unit Updates

- **Fire-Yoshiko Grace Matsui, Fire Exams Analyst**

Ms. Grace Matsui reported that the written exams for Battalion Chief and Captain are scheduled for June 1 & 2. The Oral Boards for Captain will take place the third week in June and the Battalion Chief will take place the second week in July. The Fireboat Pilot exam is currently scheduled for July 8 with the Practical Exam scheduled for September. Ms. Grace Matsui estimated that 57 signed up for the Captain exam, 14 for the Battalion Chief and 5 for Fireboat Pilot. Ms. Grace Matsui provided information on the steps the exams analysts would take to adhere to the Public Health guidelines

- **Police-Rachael Schade, Police Exams Analyst**

Ms. Schade reported that Entry level Police exams will be held on July 18 at UW Kane Hall. Ms. Schade reported the exams unit will follow the guidelines established to ensure proper sanitizing and distancing of candidates and assessors.

4. Executive Director Report:

Andrea Scheele, Executive Director gave a report on the following:

- **COVID-19 response:** Ms. Scheele notified the commission that she continues in talks with the Exams Unit regarding administering entry level, lateral and promotional exams adhering to the Public Health and City HR Unit recommendations.
- **Executive Director Council Confirmation Update:** Ms. Scheele reported she is on standby to go before the Council Committee for her confirmation.
- **Veteran's preference rulemaking Update:** Ms. Scheele reported she sent a final draft of the proposed rule to the workgroup. There were no substantive changes. The proposed rule for open comment will be published in the Daily Journal of Commerce, the PSCSC website and sent to the Unions.
- **Budget Update:** Ms. Scheele reported there were no significant changes to the Budget.
- **Financial Interest Statements:** Ms. Scheele notified the Commission that the Financial Interest Statements (FIS) will be forwarded to Ethics and Elections as soon as all FIS are received.

5. Case Status Report

- **Appeals Update/Exam Protest/Request for Decision:** The Commission reviewed the current Case Status Report.

6. Executive Session: Written Exam Protests:

The commission went into Executive Session at 10:40 am. The Executive Session ended at 11:02 am. The commissioners ruled on the following:

Question	Remedy	Commission Decision
83	Eliminate	Denied
154	Eliminate-Development Committee Agreed-Question Eliminated	Accepted
161	Give Credit for Answer B	Denied

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:03 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 5/21/2020

/s/ Joel A. Nark 5/21/2020

Teresa R. Jacobs

Date: 5-21-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark

Date: 5-21-20

Joel A. Nark
Commission Chair

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

May 21, 2020-Montly Meeting

Approved: June 18, 2020

Call to Order: Commission Joel Nark called the Public Safety Civil Service Commission meeting to order at 10:04 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connole

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. [Approval of Minutes-April 23, 2020-PSCS Monthly Meeting](#)

The Commission reviewed the minutes of the April 23, 2020 meeting. Commissioner Connole moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. [Notice of Proposed Rulemaking/Public Comment](#): ***The commission took public comment on the following proposed rules. The Chair allotted time for individuals to speak. Commission Chair Nark stated the commission received and reviewed written comment. Written (redacted) comments are available to review in the meeting documents posted in the "Monthly Meeting" section on the website.***

- **2.01 Commission-Meetings-Quorum**-There were no public comments.
- **9.17 Veteran's Scoring Criteria Status**: **a.** Initial Appointment; **b.** Promotional Examinations; **c.** Maximum number of preference points allowed; **d.** Veterans' scoring criteria may be applied any time during the life of the examination register.

Lt. Tim Taylor with the SFD and an Air Force Veteran and currently serving Air Force Reservist was present by phone to comment on the process and proposal in addition to the written comments he submitted.

Lt. Richard Holtman with SFD was present by phone to comment on the Veteran's Scoring Criteria Status.

18.02 Veteran's Preference In Examination: There were no public comments.

3. Exam Unit Updates:

- **Fire-Yoshiko Grace Matsui, Fire Exams Analyst**

Ms. Grace Matsui reported that the Exams Unit is currently finalizing the exams that are in development for the Fireboat Pilot Exam taking place later this year. The revised dates went out for Battalion Chief written exam schedule in mid-June and Fire Captain written and oral boards.

- **Police-Rachael Schade, Police Exams Analyst**

Ms. Schade reported that exams candidates were notified that the promotional exam written assessment would be scheduled for July 11 and 12. Entry level Police exams that were canceled have been communicated to the applicants. The application process will open in July. Entry level exams will be administered frequently with smaller groups starting in September.

Commissioners Connole and Nark thanked the Exams Unit for their hard work and were appreciative of their depth of expertise and thought given to the logistical and strategic decisions being made during these unprecedented times.

4. Executive Director Report: Andrea Scheele, Executive Director gave a report on the following:

- **COVID-19 response:** Ms. Scheele notified the commission that she continues in talks with the Exams Unit regarding administering entry level, lateral and promotional exams. Ms. Scheele thanked the Exams Unit and Commission staff for their hard work. **PPE:** Ms. Scheele informed the Commission that City departments are working on providing PPE for employees returning to or currently working in city buildings.
- **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she has a tentative date of June 1st for confirmation by the full City Council.
- **Budget Update:** Ms. Scheele reported she will provide the commission with an easier to read budget sheet. The commission is currently at 37% of our yearly budget for the year. Due to COVID-19 the Mayor has asked all departments to limit spending and submit proposed budget cuts. Ms. Scheele stated she submitted line items Travel and Training for proposed budget cuts. The City Budget Office accepted the submission.

- **Financial Interest Statements Update:** All commissioners returned their signed FIS. Public Safety Civil Service Commission is 100% compliant.
- **Commission Meeting Dates:** Due to the revised exams schedule, some commission meeting dates will be changed to meet the needs for the exam protests. The Commission reviewed upcoming proposed commission dates. The commission agreed to hold special meetings on the following dates:

Proposed Meeting Date	Exam Protest
July 2, 2020	SFD Battalion Chief Written Exam
July 30, 2020	SFD Fire Captain Written Exam
August 6, 2020	Fireboat Pilot/Battalion Chief Assessment Center
August 27, 2020	Fire Captain Oral Board

5. Case Status Report

- **Appeals Update/Exam Protest/Request for Decision:** The Commission reviewed the Case Status Report. Ms. Scheele reported Officer Novisedlak (SPD), is currently awaiting a meeting with his Union and will determine whether he will move forward with his PSCSC appeal.
 - ❖ **Retirement of Kim Dow, SDHR Personnel Analyst, Exams Unit:** Rachael Schade announced Kim Dow, Personnel Analyst for the Exams Unit will be retiring on June 17. The commission thanked Ms. Dow for her hard work and service to the City.
6. **Executive Session on Proposed Rulemaking:** The commission went into Executive Session at 10:46 am. The Executive Session ended at 11:02 am. The commissioners ruled on the following:

Rule	Move	Seconded	Approved
2.01 Commission Meetings-Quorum	Commissioner Connole	Commissioner Nark	Motion Passed
9.17 Veteran's Scoring Criteria Status a. Initial Appointment; b. Promotional Examinations; c. Maximum number of preference points allowed; d. Veterans' scoring criteria may be	Commissioner Connole	Commissioner Nark	Motion Passed

applied any time during the life of the examination register.			
18.02 Veteran's Preference In Examination	Commissioner Connoles	Commissioner Nark	Motion Passed

Chair Nark stated the commission proposed to amend the language to Rule 9.17 as follows: "Amendments to Rule 9.17 shall not apply to registers with an initial publication date before August 1, 2020." Ms. Scheele clarified the language.

Commissioner Connoles stated she carefully reviewed several times the written comments and/or verbal comments that were submitted by FF Boehmer (SFD), Lt. Schenkelberg (SFD), Captain Branum (SFD), Lt. Taylor (SFD), Lt. Pyle (SFD), Captain Sasse (SFD), and Lt. Holtman (SFD). Commissioner Connoles found they were helpful and everyone who provided input through the rulemaking process, their comments are valuable, and they all come from places of expertise, and the commission took the comments very seriously.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:03 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/18/2020

/s/ Joel A. Nark 6/18/2020

Teresa R. Jacobs Date: 6-18-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark Date: 6-18-20

Joel A. Nark
Commission Chair

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

June 18, 2020-Monthly Meeting

Approved: July 30, 2020

Call to Order: Commission Joel Nark called the Public Safety Civil Service Commission meeting to order at 10:07 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. [Approval of Minutes-May 18, 2020 -PSCS Special Meeting](#)

The Commission reviewed the minutes of the May 18, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

[Approval of Minutes-May 21, 2020 -PSCS Monthly Meeting](#)

The Commission reviewed the minutes of the May 21, 2020 Monthly Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. [Proclamation and Plaque Presentation](#)

- **Retirement of Kim Dow, Exams Unit, Personnel Analyst:** Commissioner Nark read a proclamation and a plaque was presented to Kim Dow who is retiring from the City after twenty years (20) of service.

3. Exam Unit Updates:

- **Police-Rachael Schade, Police Exams Analyst**

Ms. Schade reported that the SPD lateral was held on June 13th at the SPD Training Center. There were six (6) candidates. Ms. Schade reported that a Sergeant Exam will be administered on June 22nd for an officer who will be deployed on June 23rd. Ms. Schade also reported the Sergeant promotional written assessment exam will be held on July 11 and 12 at SMT and Entry level exams will be administered frequently with smaller groups starting in September.

- **Fire-Yoshiko Grace Matsui, Fire Exams Analyst**

Ms. Grace Matsui reported that the Battalion Chief written exam was held on Monday, June 15th. There were 11 participants. The Fireboat Pilot exam is July 8. There are 5 participants signed up. The Fire Captain written exam is scheduled for July 14 and the Fire Battalion Oral Board is scheduled July 22-24.

4. Executive Director Report: Andrea Scheele, Executive Director gave a report on the following:

- **COVID-19-Update:** Ms. Scheele notified the commission that the Governor's Proclamation 20-28 has been extended to July 1. The commission will hold meetings remotely until further notice. The Mayor extended the Work from Home Order. Staff continues to gather PPE for return to work. Ms. Scheele continues to meet with HR and other Department Heads for discussion on what returning to work would entail.
- **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she was confirmed by the full City Council on June 1st.
- **Budget Update:** Ms. Scheele reported the commission is currently at 57.5% spending for the year. Ms. Scheele continues to work with the Commission's Budget Analyst on the 2021-2022 Budget, that forecasts a 5% budget cut in operations. Ms. Scheele will work with Civil Service Commissioner Mary Wideman-Williams to write a budget proposal for the Commissions.

5. Case Status Report

- **Appeals Update/Exam Protest/Request for Decision:** The Commission reviewed the Case Status Report. Ms. Scheele reported Officer Novisedlak (SPD), is meeting with his Union and will determine whether he will move forward with his PSCSC appeal.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:37 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 7/30/2020

/s/ Joel A. Nark 7/30/2020

Teresa R. Jacobs

Date: 8-10-2020

Teresa R. Jacobs
Administrative Staff Assistant



Date: 8/10/2020

Joel A. Nark
Commission Chair

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

July 2, 2020-Special Meeting

Approved: July 30, 2020

Call to Order: Commission Chair Joel Nark called the Public Safety Civil Service Commission Special Meeting to order at 10:07 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. EXAM PROTEST APPEAL

BATTALION CHIEF WRITTEN EXAM: The Battalion Chief exams were held on June 15, 2020. One candidate was present via Skype to protest a portion of the written exam. The Battalion Chief Development Committee earlier concurred with the candidate Appeal and supports the remedy that letter b is the correct answer. Commission Chair Nark moved to accept the answer and the decision of the Development Committee. Commissioner Connoles seconded the motion. The motion passed.

2. EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave a report that the Budget was submitted with requested cuts. Ms. Scheele will provide the Commission with updates.

3. OLD/NEW BUSINESS: No Old/New Business.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:10 am.

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Respectfully Submitted by:

/s/ Teresa R. Jacobs 7/30/2020

/s/ Joel A. Nark 7/30/2020

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Date:

Joel A. Nark
Commission Chair

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

July 30, 2020-Special Meeting

Approved: September 17, 2020

Call to Order: Commission Joel Nark called the July 30, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-June 18, 2020 -Monthly Meeting

The Commission reviewed the minutes of the June 18, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

Approval of Minutes-July 2, 2020 -PSCS Special Meeting

The Commission reviewed the minutes of the July 2, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM PROTEST APPEAL

• Fireboat Pilot Exam Protest Appeal-PSCSC No. 20-04-015

The commission heard the protest appeal of Fire candidate Lt. Wynn who took the written exam for Fireboat Pilot. The candidate stated that a portion of the exam (Chartlet) was not made available to

study 90 days prior to the taking of the exam and requested the commission to throw out that portion of the exam. There was one counter protest to the appeal. Lt. Bocchetti who was also a candidate stated that he did receive all the study materials and had ample time to study and stated that if the commission were to throw out the portion of the exam, he and other candidates would have lost time to study for other portions of the exam.

3. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst:** Ms. Grace Matsui stated the exams unit is currently administering scores with the assessors for Sergeant Oral Boards. The register will be released in the next two weeks. Ms. Grace Matsui also stated the unit is awaiting administering entry level exams.
- **Rachael Schade, Police Exams Analyst:** Ms. Schade was not present at the meeting.

4. EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave her report to the commission on the following:

- **COVID-19 Update:** Staff will continue to telework through January 8, 2021.
- **Budget Update:** The City has not requested any additional budget cuts. Ms. Scheele stated she is awaiting budget changes for 2021-2022 and the CIV budget is currently at 50%.
- **WebEx:** The Commission will be notified when the meetings will be switched permanently from Skype to the WebEx platform.

5. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update:** The 1st Prehearing has been scheduled for August 18. Executive Director Scheele will preside. The Commission will be provided multiple dates to determine the dates to hold the hearing.
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference):** Lt. Crawford was present with his attorney to address the commission on a decision of the Executive Director to deny his request for removal of Veteran's Preference points awarded for second time on the Fire Captain's Promotional register.

6. EXECUTIVE SESSION: The Commission went into Executive Session at 11:50 am. to discuss Written Exam Protest and Potential Litigation. The Executive Session ended at 12:24 pm.

- **Written Exam Protest:** Commissioner Connole moved to deny the request of Lt. Wynn to throw out the Chartlet portion of the Fireboat Pilot Exam . Commission Chair Nark seconded the motion. The motion passed and the appeal was denied.
- **Potential Litigation:** Commissioner Connole moved to uphold the decision of the Executive Director, denying Lt. Crawford's request for removal of Veteran's Preference Points. Commission Chair Nark seconded the motion. The motion passed and the appeal was denied.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:30 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 9/17/2020

/s/ Joel A. Nark 9/17/2020

Teresa R. Jacobs Date: 9-17-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark Date: 9-17-20

Joel A. Nark
Commission Chair

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CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

August 21, 2020-Special Meeting

Approved: September 17, 2020

Call to Order: Commission Chair Joel Nark called the August 21, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. EXECUTIVE SESSION

Discussion Re: Litigation or Pending Litigation: The Commission went into Executive Session at 12:05 pm to discuss litigation or pending litigation. The Executive Session ended at 12:50 pm.

- 2. EXECUTIVE DIRECTOR REPORT:** Ms. Scheele informed the commission that there are no protest appeals to review at the August 24th Special Meeting. Commissioner Nark moved to cancel the meeting. Commissioner Connoles seconded the motion. The motion passed. The Commission will hold its regular meeting in September.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:53 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 9/17/2020

/s/ Joel A. Nark 9/17/2020

Teresa R. Jacobs

Date: 9-17-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark

Date: 9-17-20

Joel A. Nark
Commission Chair

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Y. Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

September 17, 2020-Monthly Meeting

Approved: October 15, 2020

Call to Order: Commission Chair Joel Nark called the September 17, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:12 am. The meeting was held via Skype.

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connole

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-July 30, 2020 -PSCSC Special Meeting

The Commission reviewed the minutes of the July 30, 2020 Special Meeting. Commissioner Connole moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

Approval of Minutes-July 2, 2020 -PSCS Special Meeting

The Commission reviewed the minutes of the August 21, 2020 Special Meeting. Commissioner Connole moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst: Ms. Grace Matsui was conducting part two of the Fireboat Pilot Practical exams and was not present.** The Fireboat Pilot list will be published in

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December. The Fire Battalion Chief Assessment list is posted, and the Fire Captain list will be published soon.

- **Rachael Schade, Police Exams Analyst:** Ms. Schade reported the bibliographies for the 2021 Lieutenant promotional exam is published. The Captain suggested reading list will be out in November. The exam will be administered in July of 2021. Lt. Doug Johnson was present and asked for clarification on the publication of the Captains exam. Ms. Schade clarified there were administrative tasks that needed to take place prior to publication and the list would be out shortly.

3. EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave her report to the commission on the following:

- **COVID-19 Update:** Staff continues to telework with intermittent visits to the office to pick up mail, 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.
- **PSCSC Commissioner Appointment:** The City Council Public Safety and Human Services Committee will consider the nomination of the Dorothy Leggett to the PSCSC. If approved Ms. Leggett will go before the full Council on September 29th.
- **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.

4. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update:** The 1st Prehearing was held August 18. Executive Director Scheele presided. Staff is coordinating Discovery and hearing dates for the PSCSC. A special meeting will be scheduled for Commissioners Connole and Leggett to vote for a Pro Tem and go over procedure.
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference):** Lt. Crawford filed a Writ of Review with the King County Superior Court regarding his appeal to the commission on a decision of the Executive Director. The Executive Director denied his request for removal of Veteran's Preference points awarded for a second time on the Fire Captain's Promotional register. The commission denied Lt. Crawford's appeal at its July 30 meeting.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:30 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 10/15/2020

/s/ Joel A. Nark 10/15/2020

Teresa R. Jacobs Date: 10-15-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark Date: 10-15-20

Joel A. Nark
Commission Chair

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Commissioner Dorothy Y. Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

October 15, 2020-Monthly Meeting

Approved: November 18, 2020

Call to Order: Commission Chair Joel Nark called the October 15, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via WebEX.

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

The commissioners welcomed its Council appointed commissioner Dorothy Leggett. Ms. Leggett will serve a three-year term. Commissioner Leggett's bio can be found on the website at:

<http://www.seattle.gov/public-safety-civil-service-commission/members-and-staff>

1. APPROVAL OF MINUTES

Approval of Minutes-September 17, 2020 -PSCSC Meeting Minutes

The Commission reviewed the minutes of the September 17, 2020 PSCSC Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst:** Ms. Grace Matsui reported the completion of the Fireboat Pilot exam. The 2020 exams season is complete, Ms. Grace Matsui is now working the development committee for the 2021 exams.

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- **Rachael Schade, Police Exams Analyst:** Ms. Schade reported the reading list for the 2021 Captain exam is to be determined. The application filing period is the first two weeks in January. Ms. Schade reported the development committee is meeting to determine exams for 2021.

EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave her report to the commission on the following:

- **Departmental Work Update:** Ms. Scheele reported to the commission that staff continues to work from home, while intermittently going into the office to check mail, faxes, and perform onsite work.
- **Budget Update:** Ms. Scheele reported the budget is at 27.5% for the remainder of 2020 with no anticipated overages.
- **Annual Civil Service Conference:** The 2020 Civil Service Conference was held remotely October 13 and 14. Commissioners and staff attended one or all the sessions. Ms. Scheele notified the commission that the first day recording and handouts will be distributed when Foster Garvey makes them available.
- **CSC Update:** Ms. Scheele reported on the current work of the Civil Service Commission.
- **Commission Meeting Schedule:** The commission agreed to move regular meetings from the third Thursday of the month to the third Wednesday, commencing in November.

2. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update:** A special meeting will be scheduled for Commissioners Connole and Leggett to vote for a Pro Tem and go over procedure.
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference):** Ms. Scheele reported the appellant filed a writ with King County Superior Court. The City Attorney's Briefing deadline is December 4, 2020.
- **Nina Jones-PSCSC No. 20-01-019-New Appeal:** Ms. Scheele reported a new appeal was filed by an SPD Officer. The officer is awaiting whether the union will provide representation.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:44 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 11/18/2020

/s/ Joel A. Nark 11/18/2020

Teresa R. Jacobs

Date: 11-18-20

Teresa R. Jacobs
Administrative Staff Assistant

Joel Nark

Date: 11-18-20

Joel A. Nark
Commission Chair

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

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

Joint Special Meeting of the

Public Safety Civil Service Commission and Civil Service Commission

November 18, 2020

Approved January 11, 2021 (CSC)

Approved February , 2021 (PSCSC)

Call to Order: Public Safety Civil Service Commission Chair Joel Nark called the Special Joint meeting to order at 9:32 am. The meeting was held via WebEx.

In Attendance

Commission Chair Joel Nark (PSCSC)

Commission Chair Amy S. Bonfrisco (CSC)

Commissioner Dorothy Leggett (PSCSC)

Commissioner Mary Wideman Williams (CSC)

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa Jacobs, Administrative Staff Assistant

Not in Attendance:

Commissioner Stacy Connole (PSCSC)

Commissioner Angelique Davis (CSC)

Public Comment: No one signed up to speak.

- 1. EXECUTIVE DIRECTOR SALARY DISCUSSION & DETERMINATION:** Dale Hitsman, Sr. HR Business Partner with SDHR introduced himself to the commissioners and provided background on his role as Sr. HR Business Partner, and an explanation of the Executive Director JSQ and Salary determination.
- 2. EXECUTIVE SESSION:** The Commissions went into Executive Session at 9:40 am. The Executive Session ended at 10:00 am. The Commissions returned to Executive Session at 10:03 am. The Executive Session ended at 10:17 am.

PSCSC Commission Chair Nark called a motion on the Executive Director salary. Commissioner Wideman-Williams moved to set the Executive Director's salary at \$74 per hour. CSC Commission Chair Bonfrisco seconded the motion. The motion passed. Ms. Scheele thanked the commissioners for their energy, thoughtfulness, and time.

3. OLD/NEW BUSINESS: There was no Old/New Business.

Adjourn: No other business was before the Commissions. Commission Chair Nark adjourned the meeting at 10:18 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/11/2021

/s/ Amy S. Bonfrisco 1/11/2021

Teresa R. Jacobs Date: 1-11-21

Teresa R. Jacobs, Executive Assistant

Amy Bonfrisco Date: 1-11-21

Amy S. Bonfrisco, Chair
Civil Service Commission

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/ 17 /2021

/s/ Stacy Connole 2/ 17/2021

Teresa R. Jacobs Date: 2-17-21

Teresa R. Jacobs, Executive Assistant

Stacy Connole Date: 2-17-21

Stacy Connole, Chair
Public Safety Civil Service Commission

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City of Seattle

CIVIL SERVICE COMMISSIONS

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Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission

December 16, 2020-Monthly Meeting

Approved: February 17, 2021

Call to Order: Commission Joel Nark called the November 18, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via WebEX.

In Attendance

Commission Chair Joel Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-November 18, 2020 -PSCSC Meeting Minutes

The Commission reviewed the minutes of the November 18, 2020 PSCSC Meeting. Commissioner Connole moved to approve the minutes as corrected. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

Yoshiko Grace Matsui, Fire Exams Analyst: Ms. Grace Matsui reported, Fire administration is currently in the development process for the 2021 Fire Lieutenant written exam. The exam is scheduled tentatively for the first weekend in March. Development for the Fireboat Engineer written exam is scheduled for June 16.

Rachael Schade, Police Exams Analyst: Ms. Schade reported that Police administration is currently in the development process for the 2021 Police Lieutenant written exam. The exam is scheduled for March 5. The Police Captain is scheduled for July. The suggested list for reading will be sent out at the

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end of December or beginning of January. The application period is January 5 through January 19 and will be advertised via Police and Fire with hiring needs of SPD for 2021 and for candidates to test safely from their homes.

3. **FIRE AND POLICE EXAM ADMINISTRATION TRAINING:** Ms. Schade and Ms. Grace Matsui provided a brief training the Commission on the Fire and Police exams application process and the NeoGov platform for the intake of applications.
4. **COMMISSION DISCUSSION AND VOTE FOR PRO TEM COMMISSIONER TO PRESIDE AT DISCIPLINARY HEARING (PSCSC Rule 2.08-SMC 4.08.200):** Ms. Scheele introduced Judge Terry Carroll as a Pro Tem for a disciplinary matter before the PSCSC. Commissioner Leggett moved to appoint. Commissioner Connole seconded the motion. The motion passed.
5. **EXECUTIVE DIRECTOR REPORT:** Andrea Scheele, Executive Director gave her report to the commission on the following:

Community Preference Points: Ms. Scheele continues to meet with the committee on the community preference points.

CSC: The Civil Service Commission is in preparation for hearing a disciplinary matter.

Budget Update Ms. Scheele reported she is working on the year end budget and that the hearings and appeals process is being reviewed.

January Meeting Date and Reminder: 2021 PSCSC Chair Nomination and vote to take place after certification of the employee-elected commissioner.

6. **CASE STATUS REPORT**

Nina Jones-PSCSC No. 20-01-019-New Appeal: Ms. Scheele reported the appeal is stayed until the union decides on representation.

Novisedlak v. SPD-PSCSC No. 20-01-011-Update: The parties have been provided a range of dates for hearing in January.

Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference): A writ filed by the appellant with King County Superior Court is moving forward.

7. **EXECUTIVE SESSION:** There was no Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:00 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 2/17/2021

/s/ Stacy Connole 2/17/2021

Teresa R. Jacobs Date: 2-17-21

Teresa R. Jacobs
Administrative Staff Assistant

Stacy Connole Date: 2-17-21

Stacy Connole
Commission Chair

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City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

December 16, 2020

Special Joint Meeting of the

Civil Service Commission and Public Safety Civil Service Commission

Approved: January 11, 2021 (CSC)

February 17, 2021 (PSCSC)

Call to Order: CSC Chair Amy Bonfrisco called the meeting to order at 10:14 am. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

In Attendance:

CSC Commission Chair Amy S. Bonfrisco
CSC Commissioner Angelique M. Davis
CSC Commissioner Mary Wideman-Williams
PSCSC Commissioner Stacy Connole
PSCSC Commissioner Dorothy Leggett
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

In Attendance:

PSCSC Commission Chair Joel Nark

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, Stillaguamish, and Coast Salish peoples. We honor with gratitude the land, and the native peoples, past and present.

PUBLIC COMMENT: No one signed up to speak

City of Seattle Civil Service Commissions

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1. EXECUTIVE DIRECTOR REPORT

- **2020 Civil Service Commissions Year-End Review:** Ms. Scheele gave an update on the commissions' work in 2020. Ms.; Scheele provided information on disciplinary appeals that will be heard by each commission, the appointments of CSC Commissioner Wideman-Williams and PSCSC Commissioner Dorothy Leggett, Public Disclosure Requests, Civil Service outreach, the possibility of out of order layoff in SPD, and Fire and Police Exams.
- **2021 Budget Update:** Ms. Scheele updated the commissions that the commissions budget analyst would seek a carryover for the reclassification and change in salaries of the Executive Director and Executive Assistant.

2. EXECUTIVE SESSION

- **Executive Director Merit Leave:** The commissioners went into Executive Session at 10:45 am. The commissioners came out of Executive Session at 11:05 and announced an extension of the Executive Session at 11:05. The Executive Session ended at 11:12 am. Commissioner Connole moved to award Ms. Scheele five (5) days of the Merit Leave. Commissioner Wideman-Williams and Commission Chair Bonfrisco seconded the motion. The motion was approved by acclamation.

3. OLD/NEW BUSINESS: There was no Old/New Business.

ADJOURN: All other business before the Commissions having been considered, CSC Chair Bonfrisco adjourned the meeting at approximately 11:14 am

Respectfully Submitted By:
/s/ Teresa R. Jacobs 1/11/2021

/s/ Amy S. Bonfrisco 1/11/2021

Teresa R. Jacobs Date: 1-11-2021

Amy S. Bonfrisco Date: 1-11-2021

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
CSC Chair

Respectfully Submitted By:
/s/ Teresa R. Jacobs 2/17/2021

/s/ Stacy Connole 2/17/2021

Teresa R. Jacobs Date: 2-17-2021

Stacy Connole Date: 2/25/2021

Teresa R. Jacobs
Executive Assistant

Stacy Connole
PSCSC Chair

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Signature: *Commissioner Stacy Connole*
Commissioner.Stacy Connole (Feb 25, 2021 13:11 PST)

Email: COMMISSIONER.STACY.CONNOLE@SEATTLE.GOV