



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Ray Ceaser, Chair

Commissioner Mary Wideman-Williams

Commissioner Denise Wells

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION

*MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Monday, December 16, 2024

TIME 2:00 p.m.

LOCATION: Hybrid meeting- In person or via Teams

In Person Location: **SMT Room 1679** Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

Teams Meeting Login:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQzOGJmN2UtNjBmZi00NzkxLTgyMjUtZDVkOWRjZWZWM4OTc2%40threa.d.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d

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**CITY OF SEATTLE
CIVIL SERVICE COMMISSION**

AGENDA

December 16, 2024 @ 2:00 PM

The agenda is subject to change to address immediate Commission concerns.

**1. CALL TO ORDER
LAND ACKNOWLEDGEMENT**

Commission Chair (CSC 2.05)

2. ATTENDEE INTRODUCTIONS

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

- a. September 16, 2024, CSC Monthly Meeting
- b. October 21, 2024, Special Meeting-Retreat
- c. November 21, Joint Meeting with PSCSC

5. ACTION ITEMS

2025 COMMISSION

- d. 2025 Chair Vote
- e. 2025 Commission Meeting Schedule Discussion and Potential Vote

EXECUTIVE SESSION

May be cancelled if not needed

6. UPDATES/DISCUSSION

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- f. Budget Report
- g. Department Update

CASE STATUS REPORT/APPEAL UPDATES

- h. Reichenbach v. SPU-CSC No. 23-03-002
*Delegated the Office of the Hearing Examiner
(CSC 5.08)*

7. OLD/NEW BUSINESS

8. ADJOURNMENT

Next Meeting Date: TBD



CITY OF SEATTLE
CIVIL SERVICE COMMISSION
Meeting Minutes
September 16, 2024 @ 2:00 PM
Location Webex and at SMT 1679

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Ray Ceaser called the meeting to order at 2:00 p.m.
2.	ATTENDEE INTRODUCTIONS	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorney: Joe Levan Not present: Commission Counsel/ Assistant City Attorney: Anne Vold.
3.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
4.	APPROVAL OF MINUTES August 19, 2024, Monthly Meeting	Commissioners reviewed the minutes from the August 19, 2024, meeting. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Ceaser seconded the motion. The minutes were approved by acclamation.
5.	ACTION ITEMS	There were no action items.
	EXECUTIVE SESSION	The commission did not go into Executive Session.
6.	UPDATES/DISCUSSION	<div>1. NEW MEETING FORMAT “TOWN HALL” INTRO- Andrea Scheele, Robby Pennington (SIT) a. Webinar/Teams Town Hall Basics b. Public Comment – Email and in-person</div> <div>2. RETREAT TOPIC: The commission agreed to cancel the regular CSC meeting in October and hold a special meeting (retreat) on October 21 at 12:30 pm until 3:30 pm. Commissioner Wideman-Williams moved to cancel the meeting and schedule a special meeting on October 21. Commissioner Ceaser seconded the motion. The motion was approved.</div> <div>3. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES b. Commissioner Appointment Update c. Budget Report d. Department Update</div>

4. CASE STATUS REPORT/APPEAL UPDATES

d. Reichenbach v. SPU-CSC No. 23-03-002, Delegated
to the Office of the Hearing Examiner (CSC 5.08)

7. OLD/NEW BUSINESS

There was no old/new business.

8. ADJOURNMENT

The meeting ended at 2:52 p.m.

Minutes submitted **December 16, 2024**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended
December 16, 2024, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

Monthly meetings are recorded; after January 1, 2024, they may be found at:

<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>



CITY OF SEATTLE
CIVIL SERVICE COMMISSION
Special Meeting Minutes (Retreat)
October 21, 2024 @ 12:30 PM
Location Webex and at SMT 1679

- | | |
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| 1. CALL TO ORDER
LAND ACKNOWLEDGEMENT | Commission Chair (CSC Rule 2.05)

Andrea Scheele, Executive Director called the retreat to order at 12:30 p.m. |
| 2. ATTENDEE INTRODUCTIONS | Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan, Anne Vold, and Aaron Valla. Facilitator: Sallie Berry, Talent Management Manager, People & Culture, SDOT. |
| 3. PUBLIC COMMENT | There was no written comment, and no members of the public requested to give public comment. |
| 4. WELCOMING AND CENTERING ACTIVITY | Sallie Berry, Facilitator |
| 5. CIV DEPARTMENT OVERVIEW:
NOW AND FUTURE | Andrea Scheele, Executive Director |
| 6. RETROSPECTIVE:
CIVIL SERVICE COMMISSION
AND DEPARTMENT | Sarah Butler, Operations and Policy Advisor |
| 7. CIVIL SERVICE COMMISSION NUTS
AND BOLTS | Joe Levan and Aaron Valla, Assistant City Attorneys <ul style="list-style-type: none">• PRA• OPMA• Parliamentary Basics• Rules of Practice and Procedure |
| 8. OPEN DISCUSSION/FINAL THOUGHTS | |
| 9. ADJOURNMENT | The retreat ended at 4:10 p.m. |

Minutes submitted **December 16, 2024**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended
December 16, 2024, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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CITY OF SEATTLE
JOINT MEETING OF THE PUBLIC SAFETY AND CIVIL SERVICE COMMISSIONS
SPECIAL MEETING MINUTES
November 21, 2024
Location: Teams and at SMT 1679

- 1. CALL TO ORDER** PSCSC Commission Chair Richard Greene and CSC Commission Chair Ray Ceaser called to order the joint special meeting of the Public Safety Civil Service Commission and Civil Service Commission at 10:00 am on November 21, 2024.

LAND ACKNOWLEDGEMENT

PUBLIC COMMENT There was no Public Comment in person or in writing.

ATTENDEES/INTRODUCTIONS The Chairs gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Stacy Connoles and Tom Applegate. CSC Commissioners: Mary Wideman-Williams and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, Mike Nelson, Public Safety Exams Manager, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold. And members of the public.

- 2. DISCUSSION/ACTION ITEMS** **EXECUTIVE DIRECTOR**

 - a. Performance Evaluation Feedback
 - b. Merit Days Award
 - c. Annual Wage Increase

EXECUTIVE SESSION The Executive Session began at 10:43am. The Executive Session ended at 10:41 am. The Executive Session was extended at 10:43 am. The Executive Session ended at 10:58 am.

- 3. VOTE** Merit Days: Commissioner Ceaser moved to award 6 Merit Days to Director Scheele. Commissioner Wideman-Williams seconded the motion. The motion passed. Annual Wage Increase: Commissioner Ceaser moved to approve the AWI for Director Scheele. Commissioner Connoles seconded the motion. The commission proactively approved the AWI for the maximum adopted by the Mayor and City Council for 2025.

- 4. OLD/NEW BUSINESS** There was no Old/New Business.

- 5. ADJOURNMENT** Commission Chairs Ceaser and Greene adjourned the meeting at 11:08 am

Minutes submitted by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

December 16, 2024, by: CSC

Signed by

CSC Commission Chair, Ray Ceaser

Minutes ☐ Approved ☐ Amended

January, 2024, by: PSCSC

PSCSC Commission Chair, Richard Greene

**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
RULES OF PRACTICE AND PROCEDURE**

ADOPTED: MAY 21, 2014

2.04 SELECTION OF CHAIR

The Chair shall be elected from among the Commissioners by majority vote for a one year term. A Commissioner may serve two consecutive terms as chair.

2.05 DUTIES OF THE CHAIR - The Chair:

- A.** Shall preside over Commission meetings.
- B.** Shall rule on matters of parliamentary procedure.
- C.** Shall act as primary supervisor for the Executive Director.
- D.** May sign correspondence on behalf of the Commission.

2.05.1 ACTIONS OF THE CHAIR

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

2.05.2 DELEGATION OF CHAIR'S DUTIES

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.

Memo

To: Civil Service Commissioners and Staff

From: Teresa R. Jacobs ^{TRJ}

Date: December 2024

Re: 2025 Meeting Dates

Below are the scheduled CSC meeting dates through December 2025. The Commission may accept these dates for meetings, and if conflicts arise, the dates can be adjusted with proper notice. If the Commission decides to defer a meeting, it can be addressed in advance of the scheduled date.

Alternate dates* have been included for meetings that fall on a city holiday or the hearing room will be occupied for a PSCSC Hearing or Public Safety Exams.

All meetings are scheduled to start at 2:00 p.m., unless otherwise noted. Thank you.

January 20 MLK, Jr. Day Alt Dates: *January 6, or 13, 27	February 17 Presidents' Day Alt Dates: *February 3, 10, 24	March 17	April 21 PSCSC Hearing Alt Dates: April 7, 14, 28	May 19 Fire Oral Boards Alt Date: May 12	June 16
July 21	August 18	September 15 Fireboat Practical Protest Period Alt Dates: *September 8, 22, 29	October 20	November 17 November 20 Joint Meeting with PSCSC	December 15

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<https://mrsc.org/explore-topics/public-meetings/opma/open-public-meetings-act-basics>

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**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
December 2024**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	June 2024- Appeal delegated to the Office of the Hearing Examiner. November 2024-Parties in settlement negotiations.	OHE

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION	DISMISSAL
23-01-003	LaFazia- Geraghty	HSD	11-27-2023	PR 1.3-Workplace Expectations	Suspension	February 2, 2024, Appellant withdrew appeal.	Appeal dismissed and closed February 8, 2024.