



Seattle Civil Service Department

CIVIL SERVICE COMMISSION MEETING AGENDA

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

DATE: Monday, April 14, 2025

TIME: 2:00 p.m.

LOCATION: In person @ **SMT Room 1679** and Remote Attendance via **Teams**

Directions to SMT 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 Public Login:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGMxOWVmOWItNjhiMS00NDljLWEwOTEtZDFjOGVlZmJkZTE2%40thread.v2/0?context=%7b%22id%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d

Commissioners, staff, and guests Login:

Please JOIN via the Teams invitation.

Subscribe to receive PSCSC Meeting Agendas, Notices, and News: <https://www.seattle.gov/civil-service-commission>

Civil Service Commission
Monthly Meeting Agenda
April 14, 2025 @ 2:00 p.m.
 Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC 2.05)
2.	ATTENDEE INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES	March 10, 2025, CSC Monthly Meeting (Pages 2-3)
5.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update (Page 4) 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES (Page 5) Brown v. Parks-CSC No. 25-01-005A (Pages 6-8)
6.	ACTION ITEMS	C. DISCUSSION POSSIBLE VOTE Updating July 14 monthly meeting to a Commission Retreat for Hearing Prep Training New time: 10 a.m. – 2:00 p.m.
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	
9.	ADJOURNMENT	Next Meeting Date: Monday May 12, 2025-Monthly Meeting



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION**

Minutes

March 10, 2025 @ 2:00 PM (Monthly Meeting)

Location Teams and at City Hall L280 Boards & Commissions Room

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Ray Ceaser called the meeting to order at 2:05 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 and 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	January 13, 2025-CSC Monthly Meeting Commissioners reviewed the minutes from the January 13, 2025, meeting. Commissioner Ceaser moved to accept the minutes as written. Commissioner Wells seconded the motion. Commissioner Wideman-Williams abstained. The minutes were approved by acclamation.
5.	GUEST SPEAKER	Emma Phan, Sr. Ombudsman & Head of ADR, Office of the Employee Ombudsman
6.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APPEAL UPDATES 3. Brown v. Parks-CSC No. 25-01-005A 4. Reichenbach v. SPU-CSC No. 23-03-002 <i>Delegated the Office of the Hearing Examiner (CSC 5.08)</i>
7.	ACTION ITEMS	There were no Action Items
8.	EXECUTIVE SESSION	The commission did not go into Executive Session.

9. OLD/NEW BUSINESS

There was no old/new business.

10. ADJOURNMENT

The meeting ended at 3:00 p.m.

Minutes submitted **April 14, 2025,** by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

April 14, 2025, 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>

Department Expenditures by Account and Month (April 2025)

Revenues are reported as negative values

Year 2025
City Department II VC000 - Civil Service Commissions Dept
BSL - Budget Progi All
Fund ID And Name All

Values																		
Account								05 -	06 -	07 -	08 -	09 -	10 -	11 -	12 -			
Grouping Level	Account Grouping Level	Adopted	Revised	01 -	02 -	03 -	04 -	Expen	Expen	Expen	Expen	Expen	Expen	Expen	Expen	YTD Expenses	Available Balance	Percent Used
One	Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	ses	ses	ses	ses	ses	ses	ses	ses			
Expenditures	Labor	2,098,041	2,098,041	151,145	167,261	154,104	27,146	-	-	-	-	-	-	-	-	499,656	1,598,385	23.8%
	Non-Labor	719,609	719,609	16,325	40,640	121,730	28,301	-	-	-	-	-	-	-	-	206,996	442,099	38.6%
Grand Total		2,817,650	2,817,650	167,469	207,902	275,834	55,447	-	-	-	-	-	-	-	-	706,652	2,040,483	27.6%

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
April 2025**

FILED/OPEN

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
25-01-005A	Brown	Parks	2-15-2025	City of Seattle Personnel Rules Violations: PR 1.3.2.D.3; PR 1.3.2.D.5; PR 1.3.3.A.	Whether suspension was justified.	1 st Prehearing Scheduled for April 22, 2025.	Executive Director

CLOSED

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; PR 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	Appellant requested to withdraw appeal. A Dismissal Order was Issued March 3, 2025.	OHE

BEFORE THE CITY OF SEATTLE
CIVIL SERVICE COMMISSION

BARAKA BROWN

Appellant

v.

**SEATTLE PARKS AND RECREATION
(PKS)**

Respondent

CSC no. 25-01-005A

**AMENDED PREHEARING
CONFERENCE SCHEDULING
ORDER**

PREHEARING DATE: April 22, 2025

The first prehearing conference in this matter is hereby scheduled to occur on Tuesday, April 22, 2025, at 2:00 pm. Participation in the conference will be remotely via Microsoft Teams. Each party must be present, on time, and prepared. Your failure to do so may result in dismissal of your appeal unless extraordinary circumstances are shown.

CASE MANAGEMENT AND SCHEDULING ORDER

Statement of Case	A <u>brief</u> statement of their respective cases with a list of stipulations and requested remedy. Do not exceed 300 words. (<i>Statement of Case</i>). Due on or before Tuesday, April 15, 2025 .
Preliminary Witness List Preliminary Exhibit Lists	The names of witnesses that may be called, a one or two-sentence summary of their relevant testimony and their contact information. A description of the documents and exhibits that may be used at the hearing and a copy of the document and exhibit to be offered.

The parties are advised to have their calendars available during the conference to discuss availability for the hearing and a prehearing on process and procedures.

There will be no presentation of evidence nor argument on the merits of the case at the prehearing conference.

This Order accompanies a form to be prepared and submitted to the Civil Service Commission CivilService@seattle.gov, and the opposing party on or before April 15, 2025.

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2 Dated this 7th day of April, 2025

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4 FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

5
6 Andrea Scheele

7 Andrea Scheele, Executive Director
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CERTIFICATE OF SERVICE

I, Teresa R. Jacobs, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: **Amended Prehearing Conference Scheduling Order**

Party	Method of Service
Appellant: Baraka Brown c/o Thomas P. Noud, Representative [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Parks and Recreation c/o Molly Daily, ACA Molly.Daily@seattle.gov Tiffany Headington, Paralegal, Law Tiffany.Headington@seattle.gov Bibi Shairulla, Legal Assistant, Law Bibi.Shairulla@seattle.gov	<input checked="" type="checkbox"/> E-Mail

DATED: Dated this 7th day of April 2025, at Seattle, Washington.

Teresa R. Jacobs

Teresa R. Jacobs, Executive Assistant
Civil Service Department