



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

AGENDA*

THE CIVIL SERVICE COMMISSION MONTHLY MEETING

**The Agenda is subject to change to address immediate Commission concerns.*

DATE: Monday, October 19, 2020

TIME: 2:00 pm

LOCATION: WebEx

Meeting Link: <https://seattle.webex.com/seattle/j.php?MTID=m62eef204b879ac2ffc2034a64cad8dcc>

Meeting Number (access code): 146 900 4220

Meeting Password: 6tRrkbBsF43

Join by phone

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AGENDA

Amended October 15, 2020

The Civil Service Commission

Monthly Meeting

Meeting documents will be posted to the commission website the day of the meeting.

<http://www.seattle.gov/civil-service-commission/monthly-meetings>

CALL TO ORDER-LAND ACKNOWLEDGMENT-INTRODUCTIONS-PUBLIC COMMENT

1. APPROVAL OF MINUTES

- [September 21, 2020-Special Meeting](#)

2. EXECUTIVE DIRECTOR REPORT

- [Departmental Work Update](#)
- [Budget Update](#)
- [39th Annual Civil Service Conference-Update](#)
- [PSCSC Update](#)
- [Upcoming meeting schedule](#)
 1. Joint meeting with PSCSC- December 16?

3. CASE STATUS REPORT

- [Smith v. FAS-CSC No. 20-01-017](#)
 1. Discussion commissioner availability
 2. Reschedule prehearing conference

4. OLD/NEW BUSINESS

5. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: November 16, 2020 @ 2:00 pm

***Agendas and Special Meeting Notices**

You may sign up at the CSC website <http://www.seattle.gov/civil-service-commission> to receive regular and special meeting notices and agendas.

Request for public records can be made through the City Public Records Request Center:

<http://www.seattle.gov/public-records>

- 1. 1ST PREHEARING-CIVIL SERVICE COMMISSION, PRESIDING**
 - Smith v. FAS-CSC No. 20-01-017**

2. APPROVAL OF MINUTES

- **September 21, 2020-Special Meeting**



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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

DRAFT

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

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

Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov>

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

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/APEALS 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

DRAFT

Respectfully Submitted By:

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

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

Date:

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Amy S. Bonfrisco
Commission Chair

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3. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update**
- **Budget Update**
- **39th Annual Civil Service Conference-Update**
- **PSCSC Update**
- **Upcoming meeting schedule**

1. Joint meeting with PSCSC- November 16?

- **Budget Update**

CIV BUDGET
OCTOBER 2020

ACCOUNT_TYPE	Expenditure
BSL	(All)
ACCOUNTING_PERIOD	(All)

Sum of AMOUNT							TRANS_TYPE									
												% Available (After Encumbrances)				
BSL_DESCR	FUND_DESCR	BUDGET_PROGRAM_DESCR	MASTER_PROJECT_DESCR	EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Supplemental Budget	Actuals	Balance before Encumbrances	Available Balance	% Spent				
BO-VC-V1CIV - Civil Service Commissions	00100 - General Fund	PO-VC-V1CIV - Civil Ser	MO-VC-V1CIV - Civil Se	Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00		363.49	2,336.51	2,336.51	13.5%	86.5%			
						549020 - Isf-Fas Alloc	92,568.00		77,140.10	15,427.90	15,427.90	83.3%	16.7%			
						541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%	100.0%			
						541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%	100.0%			
						541550 - Services-Parking	200.00			200.00	200.00	0.0%	100.0%			
						542900 - Rentals-Other	3,350.00		2,676.62	673.38	673.38	79.9%	20.1%			
						544010 - Reimburse-Conf,Seminar,Reg Fee	600.00			600.00	600.00	0.0%	100.0%			
						544050 - Reimburse-Meetin Refresh&Meals	500.00			500.00	500.00	0.0%	100.0%			
						545010 - Travel Costs-Out-Of-City	2,100.00	(1,200.00)		900.00	900.00	0.0%	100.0%			
						545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%	100.0%			
						546010 - Fees-Dues & Memberships	1,000.00			1,000.00	1,000.00	0.0%	100.0%			
						549070 - Isf-It'd Alloc	26,567.00		22,090.00	4,477.00	4,477.00	83.1%	16.9%			
						549080 - Isf-It'd Billed	2,305.00		3,190.30	(885.30)	(885.30)	138.4%	-38.4%			
						549100 - SDHR Allocation	6,421.00		4,815.72	1,605.28	1,605.28	75.0%	25.0%			
						550070 - Intergov-Licenses & Permits	50.00			50.00	50.00	0.0%	100.0%			
						542020 - Rentals-Parking			700.00	(700.00)	(700.00)					
						541120 - Services-Technology			3,750.85	(3,750.85)	(3,750.85)					
						532020 - Equipment-Software Purchases			107.12	(107.12)	(107.12)					
						541300 - Services-Advertising			1,200.48	(1,200.48)	(1,200.48)					
						532900 - Equipment-Other			1,029.66	(1,029.66)	(1,029.66)					
						541340 - Services-Copying & Printing			70.64	(70.64)	(70.64)					
						531010 - Supplies-Subscrips/Pubs/Books			9.90	(9.90)	(9.90)					
						533900 - Inventory-Other			80.00	(80.00)	(80.00)					
						569910 - Non-legislated Budget Revision				(539.00)	(539.00)	0.0%	100.0%			
						Nonpersonnel Svcs Total	Personnel Svcs	VCADMIN - Leadersh	541310 - Services-Legal Notices		484.65	(484.65)	(484.65)			
									510010 - Salaries & Wages	140,894.00	(1,739.00)	117,709.53	21,445.47	21,445.47	84.6%	15.4%
									510020 - Holiday	245,645.00	8,951.83	21,309.28	233,287.55	233,287.55	8.4%	91.6%
									510070 - Part Time-Salaries & Wages	33,615.00			33,615.00	33,615.00	0.0%	100.0%
									520010 - Fica	19,157.00	555.01	725.81	18,986.20	18,986.20	3.7%	96.3%
									520020 - Medicare	4,794.00	129.80	169.75	4,754.05	4,754.05	3.4%	96.6%
									520070 - Insurance Prem-Health & Dental	33,852.00		28,210.00	5,642.00	5,642.00	83.3%	16.7%
									520090 - Insurance-Group Fund Life	263.00			263.00	263.00	0.0%	100.0%
									520100 - Insurance-Longterm Disability	50.00			50.00	50.00	0.0%	100.0%
									520300 - Pension-City Retirement Sys	46,230.00	1,363.36	1,874.57	45,718.79	45,718.79	3.9%	96.1%
									520080 - Insurance-Wash St FML	374.00		(215.85)	589.85	589.85	-57.7%	157.7%
									510110 - Salaries & Wages-Temp/Intermit	1,151.00			1,151.00	1,151.00	0.0%	100.0%
									520110 - Insurance-Death Benefit Pay	24.00		12.00	12.00	12.00	50.0%	50.0%
									520320 - Employee Assistance Premium	48.00		47.12	0.88	0.88	98.2%	1.8%
									510030 - Sick Leave			432.05	(432.05)	(432.05)		
									510040 - Vacation			773.61	(773.61)	(773.61)		
									510060 - Termination Pay-Other			251.27	(251.27)	(251.27)		
									510170 - Overtime			40.47	(40.47)	(40.47)		
									510240 - Executive Leave Used			369.12	(369.12)	(369.12)		
									510300 - Other Paid Time Off			19.92	(19.92)	(19.92)		
									520011 - Fica Fsa Dcap & Health			302.40	(302.40)	(302.40)		
									VCCIVILSV - Civil Sen	510010 - Salaries & Wages			139,374.28	(139,374.28)	(139,374.28)	

CIV BUDGET
OCTOBER 2020

BO-VC-V1CIV - Civil Service Commissions	00100 - General Fund	PO-VC-V1CIV - Civil Serv	MO-VC-V1CIV - Civil Se	Personnel Svcs	VCCIVILSV - Civil Sen	510020 - Holiday			4,522.48	(4,522.48)	(4,522.48)		
						510070 - Part Time-Salaries & Wages			19,600.00	(19,600.00)	(19,600.00)		
						520010 - Fica			10,656.75	(10,656.75)	(10,656.75)		
						520020 - Medicare			2,492.33	(2,492.33)	(2,492.33)		
						520090 - Insurance-Group Fund Life			86.86	(86.86)	(86.86)		
						520100 - Insurance-Longterm Disability			33.05	(33.05)	(33.05)		
						520300 - Pension-City Retirement Sys			25,284.75	(25,284.75)	(25,284.75)		
						520080 - Insurance-Wash St FML			259.17	(259.17)	(259.17)		
						510110 - Salaries & Wages-Temp/Intermit			45.37	(45.37)	(45.37)		
						520110 - Insurance-Death Benefit Pay			12.00	(12.00)	(12.00)		
						510030 - Sick Leave			2,504.09	(2,504.09)	(2,504.09)		
						510040 - Vacation			5,457.07	(5,457.07)	(5,457.07)		
						510170 - Overtime			1,088.13	(1,088.13)	(1,088.13)		
						510240 - Executive Leave Used			3,775.76	(3,775.76)	(3,775.76)		
						510300 - Other Paid Time Off			536.72	(536.72)	(536.72)		
						Personnel Svcs Total						385,203.00	11,000.00
BO-VC-V1CIV - Civil Service Commissions Total						526,097.00	9,261.00	388,311.22	147,046.78	147,046.78	72.5%	27.5%	
Grand Total						526,097.00	9,261.00	388,311.22	147,046.78	147,046.78	72.5%	27.5%	

Upcoming meeting schedule

- 1. Joint meeting with PSCSC- November 16?**

4. CASE STATUS REPORT

CIVIL SERVICE COMMISSION
CASE STATUS REPORT
October 2020

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
20-01-017	Smith	FAS	9-14-2020		Suspension	1 st prehearing October 19 2020	CSC

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DATE DISMISSED	PRESIDING OFFICER
19-01-030	Romulo	SPU	10-28-19	SMC 4.04.070; 4.04.130; 4.04.180 Personnel Rules 1.3; 1.5; 2.1; 3.1;5.1;8.2	Whether discharge was justified/Inve stigation	1-7-2020 Appellant withdrew appeal. Dismissal Order issued 1-9-2020.	Lurie

5. OLD/NEW BUSINESS