



# 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, Executive Assistant

## AGENDA\*

### THE CIVIL SERVICE COMMISSION SPECIAL MEETING

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

**DATE:** Wednesday, December 16, 2020

**TIME:** 11:00 am

**LOCATION:** WebEx

**Meeting Link:** <https://seattle.webex.com/seattle/j.php?MTID=m4e7d70fb12471fbeffbe1c37db2c31b4>

**Meeting Number (access code):** [146 612 7869](#) **Meeting Password:** [HTtRAHAU672](#)

**Tap to join from a mobile device (attendees only)**

[+1-206-207-1700](tel:+12062071700).,[1466127869##](#) United States Toll (Seattle)

[+1-408-418-9388](tel:+14084189388).,[1466127869##](#) United States Toll

**Join by phone**

+1-206-207-1700 United States Toll (Seattle)

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

**Join from a video system or application**

Dial [1466127869@seattle.webex.com](tel:1466127869)

You can also dial [173.243.2.68](tel:173243268) and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business:**

Dial [1466127869.seattle@lync.webex.com](tel:1466127869)

**Need help?** Go to <http://help.webex.com>

# **AGENDA**

## **The Civil Service Commission**

### **Special Meeting**

---

**CALL TO ORDER-LAND ACKNOWLEDGMENT-INTRODUCTIONS-PUBLIC COMMENT**

**1. APPROVAL OF MINUTES**

- **November 16, 2020-Monthly Meeting**
- **November 18, 2020-Special Joint Meeting with PSCSC**

**2. EXECUTIVE DIRECTOR REPORT**

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

**3. CASE STATUS REPORT**

- **Smith v. FAS-CSC No. 20-01-017-Update**

**4. OLD/NEW BUSINESS**

**5. EXECUTIVE SESSION**

**ADJOURN**

---

**NEXT MEETING:**

**January 18, 2021 @ 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>



# 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

**November 16, 2020**

### Civil Service Commission Special Meeting\*

**Approved: December 16, 2020**

**Call to Order:** Commission Chair Amy Bonfrisco called the meeting to order at 2:08 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

#### **In Attendance:**

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

#### **Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:**

*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

**PUBLIC COMMENT:** No one signed up to speak

#### **1. GUEST SPEAKER- BOBBY HUMES, DIRECTOR OF SEATTLE DEPARTMENT OF HUMAN**

**RESOURCES:** Bobby Humes, Director of SDHR was present to address the commission on the work of SDHR. Mr. Humes updated the commission on HR Leadership Teams (HRLT), Development of a shared workplan, Loudermill for layoff of the less than fifty (50) employees affected during COVID-19, the employee engagement survey that had a 40% return, and support and work of caregivers during the pandemic.

---

#### 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. APPROVAL OF MINUTES**

- **October 19, 2020-Monthly Meeting:** The Commission reviewed the minutes of the October 19, 2020 Monthly Meeting. Commissioner Davis moved to accept the minutes as written.

Commissioner Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

- **November 2, 2020-Special Meeting-Election Information Session:** The Commission reviewed the minutes of the November 2, 2020 Special Meeting-Election Information Session.

Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. Commissioner Davis abstained. The minutes were approved and signed by the chair.

## **3. EXECUTIVE DIRECTOR REPORT**

- **Departmental Work Update:** Ms. Scheele notified the commission that she is putting together a report on what our department has accomplished this year and will give a verbal report at the December meeting.
- **Budget Update** Ms. Scheele reported there are reduced costs due to working from home and not traveling this year to the Civil Service Conference that was conducted virtually and free this year. Ms. Scheele reported the budget is currently at 77.5% for the year. Ms. Scheele stated future discussion on the Commission's reducing its footprint in SMT in terms of possible space reduction.
- **PSCSC Update:** The PSCSC has one disciplinary appeal that is scheduled to go to hearing in January.
- **November 19 Joint Meeting with PSCSC-Dale Hitsman Re: ED's JSQ Approved Salary:** The commission will hold a joint meeting to discuss and coordinate the the Executive Director's salary for her reclassification.
- **December 16 Joint Meeting with PSCSC and December CSC Meeting:** The Commissions will hold its annual joint meeting and following will be a Special Monthly meeting of the CSC at 11:00 am.

- 4. **CASE STATUS REPORT-Smith v. FAS-CSC No. 20-01-017:** The Commission reviewed the Case Status Report.

- 5. **OLD/NEW BUSINESS:** No Old/New Business.

- 6. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** There was no Executive Session.

**ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:56 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/16/2020

/s/ Amy S. Bonfrisco 12/16/2020

Date:

Date:

---

Teresa R. Jacobs  
Administrative Staff Assistant

---

Amy S. Bonfrisco  
Commission Chair

\*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>



# 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 December 16, 2020 (CSC)*

*Approved December 16, 2020 (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 provided an introduction to the commissioners 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 12/16/2020

/s/ Amy S. Bonfrisco 12/16/2020

Date:

Teresa R. Jacobs, Administrative Staff Assistant

Date:

Amy S. Bonfrisco, Chair  
Civil Service Commission

Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/16/2020

/s/ Joel A. Nark 12/16/2020

Date:

Teresa R. Jacobs Administrative Staff Assistant

Date:

Joel A. Nark, Chair  
Public Safety Civil Service Commission

---

**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***

**CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
December 2020**

**FILED/OPEN:**

<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>RULE/CODE</b>	<b>ISSUE</b>	<b>STATUS</b>	<b>PRESIDING OFFICER</b>
20-01-017	Smith	FAS	9-14-2020		Suspension	Appellant Filed Motion to DQ Pro Tem Hearing Scheduled for March 2021	CSC

**DISMISSED/CLOSED:**

<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>RULE/CODE</b>	<b>ISSUE</b>	<b>DATE DISMISSED</b>	<b>PRESIDING OFFICER</b>