



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

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

DATE: Monday, January 11, 2021

TIME: 2:00 pm

LOCATION: WebEx

Meeting Link:

<https://seattle.webex.com/seattle/j.php?MTID=m7c0ebb6c47cce3e90098c3ae379c9bc4>

Meeting Number (access code): **146 465 5862** Meeting password: **9MPbNYkyX62**

Tap to join from a mobile device (attendees only)

[+1-206-207-1700,1464655862##](tel:+12062071700,1464655862##) United States Toll (Seattle)

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AGENDA

The Civil Service Commission

January 11, 2021

CALL TO ORDER- INTRODUCTIONS, LAND RECOGNITION

1. APPROVAL OF MINUTES

- **November 18, 2020-Joint Meeting of CSC and PSCSC**
- **December 16, 2020-Special Meeting**
- **December 16, 2020- Joint Meeting of CSC and PSCSC**

2. CSC ADMINISTRATION

- **2021 Chair**
- **2021 Meeting Dates**
- **Budget**

3. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update**
- **Budget Update**

4. CASE STATUS REPORT/APPEALS UPDATE

- **Gina Kim v. Seattle Public Utilities, CSC No. 20-07-013-Update**
- **Robert Smith v. Department of Finance and Administrative Services**
 - **Appeal hearing scheduled for March 2, 3, 4, 5**

5. OLD/NEW BUSINESS

ADJOURN

NEXT MEETING: TBD

***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.

NOVEMBER 18, 2020-JOINT MEETING MINUTES

DRAFT



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

Date:

Teresa R. Jacobs, Administrative Staff Assistant

Date:

Amy S. Bonfrisco, Chair
Civil Service Commission

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/ /2021

/s/ Joel A. Nark 2/ /2021

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

DECEMBER 16, 2020-JOINT MEETING MINUTES

DRAFT



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 1, 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 Connoles 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

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
CSC Chair

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

/s/ Joel Nark 2/ /2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Joel Nark
PSCSC 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>

DECEMBER 16, 2020-CSC SPECIAL MEETING

DRAFT



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

December 16, 2020

Civil Service Commission Special Meeting*

Approved: January 11, 2021

Call to Order: Commission Chair Amy Bonfrisco called the meeting to order at 11:22 am. 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. APPROVAL OF MINUTES

- **November 16, 2020-Monthly Meeting:** The Commission reviewed the minutes of the November 16, 2020 Monthly Meeting. Commissioner Davis moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation and signed by the chair.

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2. EXECUTIVE DIRECTOR REPORT

- **Departmental Work Update:** Ms. Scheele provided an update on disciplinary hearings, exams, and elections.
- **Budget Update** Ms. Scheele reported on the budget at the December 16 joint meeting.
- **January Meeting Date:** The commission will hold its next meeting on January 18, 2021.

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

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

5. 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 11:43 am

Respectfully Submitted By:

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

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

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Amy S. Bonfrisco
Commission Chair

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SELECTION OF 2021 CHAIR

Rules of Practice and Procedure

City of Seattle

CIVIL SERVICE COMMISSION

Adopted: May 22, 2014

2.03 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.

2.04 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.

2021 COMMISSION MEETING DATES

January 2021

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27	28	29	30	31	Jan 1, 21	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Martin Luther King, Jr. Day	19	20	21	22	23
24	25	26	27	28	29	30
31	Feb 1	2	3	4	5	6

February 2021

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 31	Feb 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Presidents' Day	16	17	18	19	20
21	22	23	24	25	26	27
28	Mar 1	2	3	4	5	6

March 2021

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	Mar 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Apr 1	2	3

April 2021

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 28	29	30	31	Apr 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	May 1

May 2021

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 25	26	27	28	29	30	May 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day	Jun 1	2	3	4	5

June 2021

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Jul 1	2	3

July 2021

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 27	28	29	30	Jul 1	2	3
4	5 Independence Day (Observed)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BUDGET

TRANS_TYPE								
							% Available	
							(After	
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Supplemental Budget	Actuals	Balance before Encumbrances	Available Balance	% Spent	Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies		106.50	(106.50)	(106.50)		
		549020 - Isf-Fas Alloc		7,714.01	(7,714.01)	(7,714.01)		
		542900 - Rentals-Other		392.16	(392.16)	(392.16)		
		549070 - Isf-ltd Alloc		2,209.00	(2,209.00)	(2,209.00)		
		549100 - SDHR Allocation		535.08	(535.08)	(535.08)		
		531010 - Supplies-Subscrips/Pubs/Books		891.82	(891.82)	(891.82)		
		569910 - Non-legislated Budget Revision	539.00		539.00	539.00	0.0%	100.0%
Nonpersonnel Svcs Total			539.00	11,848.57	(11,309.57)	(11,309.57)	2198.3%	-2098.3%
Personnel Svcs	VCADMIN - Leadersh	510020 - Holiday		3,012.16	(3,012.16)	(3,012.16)		
		520010 - Fica		224.14	(224.14)	(224.14)		
		520020 - Medicare		70.70	(70.70)	(70.70)		
		520070 - Insurance Prem-Health & Dental		2,282.00	(2,282.00)	(2,282.00)		
		520090 - Insurance-Group Fund Life		3.90	(3.90)	(3.90)		
		520100 - Insurance-Longterm Disability		0.74	(0.74)	(0.74)		
		520300 - Pension-City Retirement Sys		802.91	(802.91)	(802.91)		
		520080 - Insurance-Wash St FML		2.91	(2.91)	(2.91)		
		510030 - Sick Leave		168.12	(168.12)	(168.12)		
		510040 - Vacation		1,776.00	(1,776.00)	(1,776.00)		
		520011 - Fica Fsa Dcap & Health		32.64	(32.64)	(32.64)		
	VCCIVILSV - Civil Serv	510010 - Salaries & Wages		18,128.22	(18,128.22)	(18,128.22)		
		510020 - Holiday		55.28	(55.28)	(55.28)		
		510070 - Part Time-Salaries & Wages		3,200.00	(3,200.00)	(3,200.00)		
		520010 - Fica		923.17	(923.17)	(923.17)		
		520020 - Medicare		312.16	(312.16)	(312.16)		
		520090 - Insurance-Group Fund Life		6.68	(6.68)	(6.68)		

Personnel Svcs	VCCIVILSV - Civil Ser	520100 - Insurance-Longterm Disability	1.16	(1.16)	(1.16)			
		520300 - Pension-City Retirement Sys	2,996.43	(2,996.43)	(2,996.43)			
		520080 - Insurance-Wash St FML	16.26	(16.26)	(16.26)			
		510030 - Sick Leave	143.63	(143.63)	(143.63)			
		510040 - Vacation	169.29	(169.29)	(169.29)			
Personnel Svcs Total			34,328.50	(34,328.50)	(34,328.50)			
			539.00	46,177.07	(45,638.07)	(45,638.07)	8567.2%	-8467.2%
			539.00	46,177.07	(45,638.07)	(45,638.07)	8567.2%	-8467.2%

CASET STATUS REPORT

CIVIL SERVICE COMMISSION
CASE STATUS REPORT
January 2021

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
20-07-013	Kim	SPU	1-4-2021		TBD	Appellant to appear before the Commission at its February meeting	CSC
20-01-017	Smith	FAS	9-14-2020		Suspension	Hearing Scheduled for March 2-5, 2021	CSC

DISMISSED/CLOSED:

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