



# City of Seattle

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## 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

#### SPECIAL MEETING

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

**DATE:** Monday, June 15, 2020

**TIME:** 2:00 pm

**LOCATION:** *In-person attendance is currently prohibited per the Washington Governor's Proclamation No. 20-28, until further notice. Meeting participation is limited to access by Skype link or call in numbers*

**Skype Link:** <https://meet.seattle.gov/teresa.jacobs/JT392BLF>

206-386-1200,,6213472# (US)	English (United States)	
844-386-1200,,6213472# (US)	English (United States)	
206-684-5900,,6213472# (US)	English (United States)	<b>Conference ID: 6213472</b>

Should you receive a busy signal when dialing 206-386-1200, you are encouraged to hang up and dial 206-684-5900. Regardless of which number is dialed, the conference ID within the meeting invite will remain the same.

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

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

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

### 1. APPROVAL OF MINUTES

- **May 18, 2020-Special Meeting**

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#### 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 Web: <http://www.seattle.gov/CivilServiceCommissions/>

***An equal employment opportunity employer. Accommodations for people with disabilities provided upon request***

**2. EXECUTIVE DIRECTOR REPORT**

- **COVID-19 Update**
- **Executive Director Council Confirmation Update**
- **Budget Update**

**3. CASE STATUS REPORT/APPEALS UPDATE**

**4. OLD/NEW BUSINESS**

**ADJOURN**

**Next Meeting: July 20, 2020 @ 2:00 pm**

\*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>



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**May 18, 2020**

### Civil Service Commission Special Meeting\*

**Approved: June 15, 2020**

**Call to Order:** Commission Chair Amy Bonfrisco called the special meeting to order at 2:04 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

#### **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:**

- **February 24, 2020 -Special Meeting:** The Commission reviewed the minutes of the February 24, 2020 Special Meeting of the CSC. 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**

- a. COVID-19 Update: COOP:** Ms. Scheele updated the commission on the City-Wide Continuity of Operations Plan (COOP). COOP identifies where the City will direct its limited resources during a pandemic to the highest priority essential functions. An Essential Function is either a Priority Service One (1) or Priority Service Two (2) function. The CSC does not have priority 1 or 2 service functions, whereas the PSCSC has several priority two functions. Therefore, staff has been keeping up to date City leadership, particularly regarding Fire and Police Exams. **PPE:** Ms. Scheele also informed the Commission that City departments are working on providing PPE for employees returning to or currently working in city buildings. **Grievances:** A Memorandum of Understanding is being proposed to the Collective Bargaining Unions to extend filing deadlines for grievances.
- b. Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she will be confirmed by the City Council on June 1<sup>st</sup>.
- c. Budget Update:** Departments were requested to submit line items for proposed budget cuts. Ms. Scheele submitted travel and training. The City Budget Office accepted the submission.
- d. Financial Interest Statements Update:** All commissioners returned their signed FIS. Civil Service Commission is 100% compliant.
- 3. CASE STATUS REPORT/APPEALS UPDATE:** There are no new appeals.
- 4. OLD/NEW BUSINESS:** No Old/New business.

**ADJOURN:** All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:42 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 6/15/2020

/s/ Amy S. Bonfrisco 6/15/2020

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>

CIVIL SERVICE COMMISSIONS (CIV)  
BUDGET as of June 9, 2020

TRANS_TYPE								
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Supplemental Budget	Actuals	Balance before Encumbrances	Available Balance	% Available (After Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00		303.31	2,396.69	2,396.69	11.2%
		549020 - Isf-Fas Alloc	92,568.00		46,284.06	46,283.94	46,283.94	50.0%
		541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%
		541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%
		541550 - Services-Parking	200.00			200.00	200.00	0.0%
		542900 - Rentals-Other	3,350.00		1,889.15	1,460.85	1,460.85	56.4%
		544010 - Reimburse-Conf,Seminar,Reg Fee	600.00			600.00	600.00	0.0%
		544050 - Reimburse-Meetin Refresh&Meals	500.00			500.00	500.00	0.0%
		545010 - Travel Costs-Out-Of-City	2,100.00			2,100.00	2,100.00	0.0%
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%
		546010 - Fees-Dues & Memberships	1,000.00			1,000.00	1,000.00	0.0%
		549070 - Isf-ltd Alloc	26,567.00		13,254.00	13,313.00	13,313.00	49.9%
		549080 - Isf-ltd Billed	2,305.00		1,823.96	481.04	481.04	79.1%
		549100 - SDHR Allocation	6,421.00		2,675.40	3,745.60	3,745.60	41.7%
		550070 - Intergov-Licenses & Permits	50.00			50.00	50.00	0.0%
		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)	
Nonpersonnel Svcs Total	VCCIVILSV - Civil Serv	541310 - Services-Legal Notices			484.65	(484.65)	(484.65)	
			140,894.00		73,502.64	67,391.36	67,391.36	52.2%
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	245,645.00	8,951.83	21,309.28	233,287.55	233,287.55	8.4%
		510020 - Holiday			551.36	(551.36)	(551.36)	
		510070 - Part Time-Salaries & Wages	33,615.00			33,615.00	33,615.00	0.0%
		520010 - Fica	19,157.00	555.01	725.81	18,986.20	18,986.20	3.7%
		520020 - Medicare	4,794.00	129.80	169.75	4,754.05	4,754.05	3.4%

CIVIL SERVICE COMMISSIONS (CIV)										
BUDGET as of June 9, 2020										
Personnel Svcs	VCADMIN - Leadersh	520070 - Insurance Prem-Health & Dental	33,852.00		16,926.00	16,926.00	16,926.00	50.0%	50.0%	
		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			24.00	24.00	0.0%	100.0%	
		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			158.08	(158.08)	(158.08)			
		VCCIVILSV - Civil Serv	510010 - Salaries & Wages			72,628.41	(72,628.41)	(72,628.41)		
			510020 - Holiday			2,301.44	(2,301.44)	(2,301.44)		
			510070 - Part Time-Salaries & Wages			10,600.00	(10,600.00)	(10,600.00)		
	520010 - Fica				5,478.75	(5,478.75)	(5,478.75)			
	520020 - Medicare				1,281.34	(1,281.34)	(1,281.34)			
	520090 - Insurance-Group Fund Life				44.42	(44.42)	(44.42)			
	520100 - Insurance-Longterm Disability				17.05	(17.05)	(17.05)			
	520300 - Pension-City Retirement Sys				13,016.17	(13,016.17)	(13,016.17)			
	520080 - Insurance-Wash St FML				133.45	(133.45)	(133.45)			
	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				878.14	(878.14)	(878.14)			
	510040 - Vacation				1,928.09	(1,928.09)	(1,928.09)			
	510240 - Executive Leave Used				2,165.60	(2,165.60)	(2,165.60)			
	510300 - Other Paid Time Off				536.72	(536.72)	(536.72)			
	Personnel Svcs Total		385,203.00	11,000.00	154,499.51	241,703.49	241,703.49	39.0%	61.0%	
			526,097.00	11,000.00	228,002.15	309,094.85	309,094.85	42.5%	57.5%	
			526,097.00	11,000.00	228,002.15	309,094.85	309,094.85	42.5%	57.5%	