



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

SPECIAL MEETING

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

DATE: Monday, July 20, 2020

TIME: 2:00 pm

LOCATION: Skype

Skype Link: <https://meet.seattle.gov/teresa.jacobs/DG77B1CK>

Join by phone

206-386-1200,,47189784# (US) English (United States)

844-386-1200,,47189784# (US) English (United States)

206-684-5900,,47189784# (US) English (United States)

Conference ID: 47189784

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>

CALL TO ORDER-LAND ACKNOWLEDGMENT-INTRODUCTIONS-PUBLIC COMMENT

1. APPROVAL OF MINUTES

- [June 15, 2020-Special Meeting](#)

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 ON CITY LEADERSHIP ACADEMY

3. DISCUSSION ON CSC COMMISSIONERS HEARING APPEALS

4. EXECUTIVE DIRECTOR REPORT

- [COVID-19 Update](#)
- [Budget Update](#)
- [PSCSC Update](#)

5. CASE STATUS REPORT/APPEALS UPDATE

6. OLD/NEW BUSINESS

- [August Meeting](#)

ADJOURN

[Next Meeting:](#) August 17, 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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June 15, 2020

Civil Service Commission Special Meeting*

Approved: July 20, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 2:03 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:

May 18, 2020 -Special Meeting: The Commission reviewed the minutes of the May 18, 2020 Special Meeting of the CSC. Commissioner Wideman-Williams moved to accept the minutes as written, Commissioner Davis 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: Ms. Scheele updated the commission on work staff has been conducting while continuing to work from home. Ms. Scheele stated that staff goes into the office intermittently to check mail and faxes and continues to do work on making the commission more visible to employees during this time. Ms. Scheele updated the commission on the various inquiries for filing appeals and the Interdepartmental Grievance Process. Staff is also looking at getting more resources online.

b. Executive Director Council Confirmation Update: Ms. Scheele informed the commission that she was confirmed by the full City Council on June 1st.

c. Budget Update: Ms. Scheele reported she is currently working on the 2021 budget and working with the department Budget Analyst on monies for reserve in the event CSC & PSCS has more disciplinary appeals.

3. CASE STATUS REPORT/APPEALS UPDATE: There are no new appeals.

4. OLD/NEW BUSINESS: WebEx: The City is rolling out WebEx on June 17. Skype will eventually be phased out. WebEx and Microsoft Teams will be the only programs for use by the City for remote connectivity. Commissioner Wideman-Williams volunteered to help with testing the WebEx program.

ADJOURN: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 2:27 pm

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/20/2020

/s/ Amy S. Bonfrisco 7/20/2020

Date:

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Amy S. Bonfrisco
Commission Chair

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Civil Service Commissions-July 2020

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
General Government	341900 - General Government-Other Rev	0	0	0	0	0	
		0	0	0	0	0	
		0	0	0	0	0	
Personnel Benefits	520010 - Fica	19,157	19,712	726	0	18,986	3.7 %
	520011 - Fica Fsa Dcap & Health	0	0	198	0	(198)	
	520020 - Medicare	4,794	4,924	170	0	4,754	3.4 %
	520070 - Insurance Prem-Health & Dental	33,852	33,852	19,747	0	14,105	58.3 %
	520080 - Insurance-Wash St FML	374	374	(216)	0	590	(57.7) %
	520090 - Insurance-Group Fund Life	263	263	0	0	263	0.0 %
	520100 - Insurance-Longterm Disability	50	50	0	0	50	0.0 %
	520110 - Insurance-Death Benefit Pay	24	24	0	0	24	0.0 %
	520300 - Pension-City Retirement Sys	46,230	47,593	1,875	0	45,719	3.9 %
	520320 - Employee Assistance Premium	48	48	47	0	1	98.2 %
Salaries & Wages Summary	510010 - Salaries & Wages	245,645	254,597	21,309	0	233,288	8.4 %
	510020 - Holiday	0	0	551	0	(551)	
	510030 - Sick Leave	0	0	432	0	(432)	
	510040 - Vacation	0	0	774	0	(774)	
	510060 - Termination Pay-Other	0	0	251	0	(251)	
	510070 - Part Time-Salaries & Wages	33,615	33,615	0	0	33,615	0.0 %
	510110 - Salaries & Wages-Temp/Intermit	1,151	1,151	0	0	1,151	0.0 %
	510170 - Overtime	0	0	40	0	(40)	
	510240 - Executive Leave Used	0	0	369	0	(369)	
	510300 - Other Paid Time Off	0	0	20	0	(20)	
		385,203	396,203	46,293	0	349,910	11.7 %
Services	541120 - Services-Technology	0	0	3,751	0	(3,751)	
	541300 - Services-Advertising	0	0	1,200	0	(1,200)	
	541310 - Services-Legal Notices	500	500	0	0	500	0.0 %
	541320 - Services-Court Reporters	500	500	0	0	500	0.0 %
	541340 - Services-Copying & Printing	0	0	71	0	(71)	
	541550 - Services-Parking	200	200	0	0	200	0.0 %
	542020 - Rentals-Parking	0	0	700	0	(700)	
	542900 - Rentals-Other	3,350	3,350	2,085	0	1,265	62.2 %

Civil Service Commissions-July 2020

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
Services	544010 - Reimburse-Conf,Seminar,Reg Fee	600	600	0	0	600	0.0 %
	544050 - Reimburse-Meetin Refresh&Meals	500	500	0	0	500	0.0 %
	545010 - Travel Costs-Out-Of-City	2,100	2,100	0	0	2,100	0.0 %
	545030 - Travel Costs-Conf, Conv, Sem	1,533	1,533	0	0	1,533	0.0 %
	546010 - Fees-Dues & Memberships	1,000	1,000	0	0	1,000	0.0 %
	549020 - Isf-Fas Alloc	92,568	92,568	53,998	0	38,570	58.3 %
	549070 - Isf-Itld Alloc	26,567	26,567	15,463	0	11,104	58.2 %
	549080 - Isf-Itld Billed	2,305	2,305	2,826	0	(521)	122.6 %
	549100 - SDHR Allocation	6,421	6,421	3,210	0	3,211	50.0 %
	531010 - Supplies-Subscrips/Pubs/Books	0	0	10	0	(10)	
Supplies	531030 - Supplies-Office Supplies	2,700	2,700	303	0	2,397	11.2 %
	532020 - Equipment-Software Purchases	0	0	107	0	(107)	
	532900 - Equipment-Other	0	0	1,030	0	(1,030)	
Intergov Services And Paym 550070 - Intergov-Licenses & Permits		50	50	0	0	50	0.0 %
		140,894	140,894	84,755	0	56,139	60.2 %
		526,097	537,097	131,048	0	406,049	24.4 %
Personnel Benefits	520010 - Fica	0	0	6,604	0	(6,604)	
	520020 - Medicare	0	0	1,545	0	(1,545)	
	520080 - Insurance-Wash St FML	0	0	161	0	(161)	
	520090 - Insurance-Group Fund Life	0	0	55	0	(55)	
	520100 - Insurance-Longterm Disability	0	0	21	0	(21)	
	520110 - Insurance-Death Benefit Pay	0	0	12	0	(12)	
	520300 - Pension-City Retirement Sys	0	0	15,735	0	(15,735)	
	510010 - Salaries & Wages	0	0	87,419	0	(87,419)	
	510020 - Holiday	0	0	2,301	0	(2,301)	
	510030 - Sick Leave	0	0	878	0	(878)	
Salaries & Wages Summary	510040 - Vacation	0	0	2,844	0	(2,844)	
	510070 - Part Time-Salaries & Wages	0	0	12,600	0	(12,600)	
	510110 - Salaries & Wages-Temp/Intermit	0	0	45	0	(45)	
	510240 - Executive Leave Used	0	0	3,239	0	(3,239)	
	510300 - Other Paid Time Off	0	0	537	0	(537)	
		0	0	133,997	0	(133,997)	
Services	541310 - Services-Legal Notices	0	0	485	0	(485)	

Civil Service Commissions-July 2020

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
		0	0	485	0	(485)	
		0	0	134,481	0	(134,481)	
		526,097	537,097	265,529	0	271,568	49.4 %