



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

February 13, 2023
Civil Service Commission Special Meeting Minutes
Approved: March 20, 2023

1. **CALL TO ORDER:**

Commission Chair Mary Wideman-Williams called the meeting to order at 2:00 pm. The meeting was held via WebEx and in person in the Commission's Hearing Room 1679 at SMT.

2. **LAND ACKNOWLEDGEMENT:**

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*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.*

3. **INTRODUCTIONS**

Commission: Commission Chair Mary Wideman-Williams, Commissioner Joshua Werner
Staff & Counsel: Andrea Scheele, Executive Director; Teresa Jacobs, Executive Assistant
Guests: Brett Rogers, Appellant; Ariel Schneier, Assistant City Attorney

4. **PUBLIC COMMENT:** Brett Rogers was present and gave public comment. There was no commission discussion.

5. **APPROVAL OF MEETING MINUTES**

January 23, 2022- CSC Monthly Meeting: Commissioner Werner moved to accept the minutes as written. Commission Chair Wideman Williams seconded the motion. The

motion passed unanimously. The minutes for CSC monthly meeting in November 2022 were approved.

6. **RETREAT VALUES DISCUSSION**

CSC RETREAT- Values Website Mock-up-Review: The commission approved the language at the January meeting and staff returned with the website mock up and how the language would appear on the website. The commission reviewed the mockup and were happy with the way it looked. Staff will post to the website and notify the commission when it is live for viewing.

7. **CASE STATUS REPORT and APPEALS UPDATE**

Director Scheele informed the commission of the current open appeals. The commission reviewed the case status report.

Rogers v. SDOT, CSC No. 23-01-001: Director Scheele gave a report to the commission on the appeal filed by Mr. Rogers. Ms. Scheele notified the commission that she received a Motion for Reconsideration from the appellant. Ms. Scheele dismissed the appeal for timeliness and jurisdiction and referred the appeal to the Office for Civil Rights. She will respond to Mr. Rogers motion and give the department an opportunity to respond.

Holiwell v. SDCI, CSC 23-01-002: Director Scheele reported that she dismissed the appeal without prejudice. There has been no final action by the department.

Sivage v. SDOT, CSC 22-01-014: Staff is transferring the files to OHE in the appeal of Ms. Sivage. At the January meeting, the commission delegated Ms. Sivage's appeal the Office of the Hearing Examiner.

8. **EXECUTIVE DIRECTOR REPORT**

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **PSCSC:** Director Scheele informed the commission that she is working with the exams unit as they ready for the promotional exam season. **Outreach:** Commission staff met with the SDCI HR Team and has a training in a couple of weeks with the SDCI Executive team. **Budget:** The commission reviewed the budget document. The adopted budget is not yet available for 2023. Ms. Scheele reported she requested a carry forward for the funds the commissions have available for outside legal advice.

9. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission did not go into Executive Session

10. **OLD/NEW BUSINESS: Commissioner Vacancy:** Ms. Scheele informed the commission that the posting is under review, and she is awaiting feedback. She will share with the commissioners if there are any substantive changes made.

11. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:17 pm

Respectfully submitted on **March 20, 2023**, for the CSC:

Teresa R. Jacobs

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams

Mary Wideman-Williams, Chair