



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Commissioner Dorothy Y. Leggett

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

October 15, 2020-Monthly Meeting

Approved: November 18, 2020

Call to Order: Commission Chair Joel Nark called the October 15, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via WebEX.

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

The commissioners welcomed its Council appointed commissioner Dorothy Leggett. Ms. Leggett will serve a three-year term. Commissioner Leggett's bio can be found on the website at:

<http://www.seattle.gov/public-safety-civil-service-commission/members-and-staff>

1. APPROVAL OF MINUTES

Approval of Minutes-September 17, 2020 -PSCSC Meeting Minutes

The Commission reviewed the minutes of the September 17, 2020 PSCSC Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

- **Yoshiko Grace Matsui, Fire Exams Analyst:** Ms. Grace Matsui reported the completion of the Fireboat Pilot exam. The 2020 exams season is complete, Ms. Grace Matsui is now working the development committee for the 2021 exams.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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- **Rachael Schade, Police Exams Analyst:** Ms. Schade reported the reading list for the 2021 Captain exam is to be determined. The application filing period is the first two weeks in January. Ms. Schade reported the development committee is meeting to determine exams for 2021.

EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave her report to the commission on the following:

- **Departmental Work Update:** Ms. Scheele reported to the commission that staff continues to work from home, while intermittently going into the office to check mail, faxes, and perform onsite work.
- **Budget Update:** Ms. Scheele reported the budget is at 27.5% for the remainder of 2020 with no anticipated overages.
- **Annual Civil Service Conference:** The 2020 Civil Service Conference was held remotely October 13 and 14. Commissioners and staff attended one or all the sessions. Ms. Scheele notified the commission that the first day recording and handouts will be distributed when Foster Garvey makes them available.
- **CSC Update:** Ms. Scheele reported on the current work of the Civil Service Commission.
- **Commission Meeting Schedule:** The commission agreed to move regular meetings from the third Thursday of the month to the third Wednesday, commencing in November.

2. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update:** A special meeting will be scheduled for Commissioners Connole and Leggett to vote for a Pro Tem and go over procedure.
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference):** Ms. Scheele reported the appellant filed a writ with King County Superior Court. The City Attorney's Briefing deadline is December 4, 2020.
- **Nina Jones-PSCSC No. 20-01-019-New Appeal:** Ms. Scheele reported a new appeal was filed by an SPD Officer. The officer is awaiting whether the union will provide representation.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:44 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 11/116/2020

/s/ Joel A. Nark 11/16/2020

Teresa R. Jacobs

Date: 11-16-2020

Teresa R. Jacobs
Administrative Staff Assistant

J. Nark

Date: 11/30/2020

Joel A. Nark
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>

Signature: 
Joel Nark (Nov 30, 2020 12:48 PST)

Email: j.nark@comcast.net