



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Y. Leggett

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

## AGENDA\*

### PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

**DATE:** Wednesday, November 18, 2020

**TIME:** 9:00 am (Note time change)

**LOCATION:** WebEx

**Meeting Link:** <https://seattle.webex.com/seattle/j.php?MTID=m1f94c8e4784f758b11ebe2aedef249d84>

**Meeting Number (access code):** 146 182 5281 **Meeting Password:** Un2gdnrkS88

**Tap to join from a mobile device (attendees only)**

[+1-206-207-1700](tel:+12062071700)., [1461825281##](tel:+1461825281) United States Toll (Seattle)

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**Join by phone**

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

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**Join from a video system or application**

Dial [1461825281@seattle.webex.com](tel:+1461825281)

You can also dial [173.243.2.68](tel:+173243268) and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [1461825281.seattle@lync.webex.com](tel:+1461825281)

Need help? Go to <http://help.webex.com>

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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) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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# **AGENDA\***

## **PUBLIC SAFETY CIVIL SERVICE COMMISSION**

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

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

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### **CALL TO ORDER-INTRODUCTIONS-PUBLIC COMMENT**

#### **1. APPROVAL OF MEETING MINUTES**

- **October 15, 2020-PSCSC Monthly Meeting**

#### **2. EXAM UNIT UPDATES**

- **Yoshiko Grace Matsui, Fire Exams Analyst**
- **Rachael Schade, Police Exams Analyst**

#### **3. EXECUTIVE DIRECTOR REPORT**

- **Departmental Work Update**
- **Budget Update**
- **November 18 Joint Meeting with CSC-Dale Hitsman Re: ED's JSQ Approved Salary**
- **December 16 Joint Meeting with CSC and December PSCSC Meeting**

#### **4. CASE STATUS REPORT**

- **Jones v. SPD-PSCSC No. 20-01-019-New**
- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update**
- **Crawford-Writ of Review-King County Superior Court**

#### **5. EXECUTIVE SESSION ON ACTUAL/ANTICIPATED LITIGATION (MAY BE CANCELLED IF NOT NEEDED)**

**ADJOURN**

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### **NEXT MEETING:**

**December 16, 2020 @ 9:00 am-PSCSC Special Meeting**

**December 16, 2020 @ 10:00 am-Joint Meeting**

#### **\*Agendas and Special Meeting Notices:**

You may sign up at the PSCSC website <http://www.seattle.gov/public-safety-civil-service-commission> to receive regular and special meeting notices and agendas.

**Public Disclosure Requests** Request for public records can be made through the City Public Records Request Center:

<http://www.seattle.gov/public-records>



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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 Mayoral 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.

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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 Connoles 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

\_\_\_\_\_  
Date:

Teresa R. Jacobs  
Administrative Staff Assistant

\_\_\_\_\_  
Date:

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>

DRAFT

Account And Name	Adopted Budget	Carryforward	Budget Transfers	Budget Revisions	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
569910 - Non-legislated Budget Revision	0	0	0	(539)	(539)	0	0	(539)	0.0 %
510010 - Salaries & Wages	245,645	0	0	8,952	254,597	21,309	0	233,288	8.4 %
510020 - Holiday	0	0	0	0	0	551	0	(551)	
510030 - Sick Leave	0	0	0	0	0	432	0	(432)	
510040 - Vacation	0	0	0	0	0	774	0	(774)	
510060 - Termination Pay-Other	0	0	0	0	0	251	0	(251)	
510070 - Part Time-Salaries & Wages	33,615	0	0	0	33,615	0	0	33,615	0.0 %
510110 - Salaries & Wages-Temp/Intermit	1,151	0	0	0	1,151	0	0	1,151	0.0 %
510170 - Overtime	0	0	0	0	0	40	0	(40)	
510240 - Executive Leave Used	0	0	0	0	0	369	0	(369)	
510300 - Other Paid Time Off	0	0	0	0	0	20	0	(20)	
520010 - Fica	19,157	0	0	555	19,712	726	0	18,986	3.7 %
520011 - Fica Fsa Dcap & Health	0	0	0	0	0	335	0	(335)	
520020 - Medicare	4,794	0	0	130	4,924	170	0	4,754	3.4 %
520070 - Insurance Prem-Health & Dental	33,852	0	0	0	33,852	28,210	0	5,642	83.3 %
520080 - Insurance-Wash St FML	374	0	0	0	374	(216)	0	590	(57.7) %
520090 - Insurance-Group Fund Life	263	0	0	0	263	0	0	263	0.0 %
520100 - Insurance-Longterm Disability	50	0	0	0	50	0	0	50	0.0 %
520110 - Insurance-Death Benefit Pay	24	0	0	0	24	12	0	12	50.0 %
520300 - Pension-City Retirement Sys	46,230	0	0	1,363	47,593	1,875	0	45,719	3.9 %
520320 - Employee Assistance Premium	48	0	0	0	48	47	0	1	98.2 %
510010 - Salaries & Wages	0	0	0	0	0	153,327	0	(153,327)	
510020 - Holiday	0	0	0	0	0	5,059	0	(5,059)	
510030 - Sick Leave	0	0	0	0	0	3,059	0	(3,059)	
510040 - Vacation	0	0	0	0	0	7,256	0	(7,256)	
510070 - Part Time-Salaries & Wages	0	0	0	0	0	22,000	0	(22,000)	
510110 - Salaries & Wages-Temp/Intermit	0	0	0	0	0	45	0	(45)	
510170 - Overtime	0	0	0	0	0	1,088	0	(1,088)	
510240 - Executive Leave Used	0	0	0	0	0	3,776	0	(3,776)	
510300 - Other Paid Time Off	0	0	0	0	0	537	0	(537)	
520010 - Fica	0	0	0	0	0	11,816	0	(11,816)	
520020 - Medicare	0	0	0	0	0	2,764	0	(2,764)	
520080 - Insurance-Wash St FML	0	0	0	0	0	287	0	(287)	
520090 - Insurance-Group Fund Life	0	0	0	0	0	97	0	(97)	
520100 - Insurance-Longterm Disability	0	0	0	0	0	37	0	(37)	
520110 - Insurance-Death Benefit Pay	0	0	0	0	0	12	0	(12)	

Account And Name	Adopted Budget	Carryforward	Budget Transfers	Budget Revisions	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
520300 - Pension-City Retirement Sys	0	0	0	0	0	28,013	0	(28,013)	
531010 - Supplies-Subscrips/Pubs/Books	0	0	0	0	0	10	0	(10)	
531030 - Supplies-Office Supplies	2,700	0	0	0	2,700	1,213	0	1,487	44.9 %
532020 - Equipment-Software Purchases	0	0	0	0	0	107	0	(107)	
532900 - Equipment-Other	0	0	0	0	0	1,030	0	(1,030)	
533900 - Inventory-Other	0	0	0	0	0	80	0	(80)	
541120 - Services-Technology	0	0	0	0	0	3,751	0	(3,751)	
541300 - Services-Advertising	0	0	0	0	0	1,200	0	(1,200)	
541310 - Services-Legal Notices	500	0	0	0	500	0	0	500	0.0 %
541320 - Services-Court Reporters	500	0	0	0	500	0	0	500	0.0 %
541340 - Services-Copying & Printing	0	0	0	0	0	71	0	(71)	
541550 - Services-Parking	200	0	0	0	200	0	0	200	0.0 %
542020 - Rentals-Parking	0	0	0	0	0	700	0	(700)	
542900 - Rentals-Other	3,350	0	0	0	3,350	2,677	0	673	79.9 %
544010 - Reimburse-Conf,Seminar,Reg Fee	600	0	0	0	600	0	0	600	0.0 %
544050 - Reimburse-Meetin Refresh&Meals	500	0	0	0	500	0	0	500	0.0 %
545010 - Travel Costs-Out-Of-City	2,100	0	0	(1,200)	900	0	0	900	0.0 %
545030 - Travel Costs-Conf, Conv, Sem	1,533	0	0	0	1,533	0	0	1,533	0.0 %
546010 - Fees-Dues & Memberships	1,000	0	0	0	1,000	0	0	1,000	0.0 %
549020 - Isf-Fas Alloc	92,568	0	0	0	92,568	77,140	0	15,428	83.3 %
549070 - Isf-ltd Alloc	26,567	0	0	0	26,567	22,090	0	4,477	83.1 %
549080 - Isf-ltd Billed	2,305	0	0	0	2,305	5,132	0	(2,827)	222.7 %
549100 - SDHR Allocation	6,421	0	0	0	6,421	5,351	0	1,070	83.3 %
550070 - Intergov-Licenses & Permits	50	0	0	0	50	0	0	50	0.0 %
541310 - Services-Legal Notices	0	0	0	0	0	485	0	(485)	
	<b>526,097</b>	<b>0</b>	<b>0</b>	<b>9,261</b>	<b>535,358</b>	<b>415,116</b>	<b>0</b>	<b>120,242</b>	<b>77.5 %</b>
	<b>526,097</b>	<b>0</b>	<b>0</b>	<b>9,261</b>	<b>535,358</b>	<b>415,116</b>	<b>0</b>	<b>120,242</b>	<b>77.5 %</b>

**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**CASE STATUS REPORT**  
**November 2020**

**OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:**

<b>Type</b>	<b>CASE NUMBER</b>	<b>APPELLAN T</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>ISSUE</b>	<b>Register/Exam/ Position</b>	<b>Issue/Requested Outcome/Status</b>	<b>PRESIDING</b>
<b>A</b>	<b>20-01-019</b>	<b>Jones</b>	<b>Police</b>	<b>10-14-2020</b>	<b>Discharge</b>		<b>Whether discharge was justified.</b>	<b>Awaiting SPOG Decision on Representation</b>
<b>A</b>	<b>20-01-011</b>	<b>Novisedlak</b>	<b>Police</b>	<b>2-21-2020</b>	<b>Discharge</b>		<b>2nd Prehearing was held October 30, 2020-Andrea Scheele, Executive Director, presided. Discovery and Hearing Dates TBD</b>	<b>PSCSC</b>
<b>RFD</b>	<b>20-03-014</b>	<b>Crawford</b>	<b>Fire</b>	<b>7-1-2020</b>	<b>Veteran's Preference</b>	<b>Captain</b>	<b>Points Awarded from a Second Promotion Removed from the Current List/Commission Denied at its July 30 meeting. Appellant filed a Writ with KCSC</b>	<b>PSCSC</b>

A=Appeal

E=Exam Protest

RFD=Request for Decision



**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**CASE STATUS REPORT**  
**SEPTEMBER 2020**

**DISMISSED/CLOSED:**

<b>Type</b>	<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>APPEAL</b>	<b>ISSUE/REQUESTED OUTCOME</b>	<b>DECISION/DATE DISMISSED</b>	<b>PRESIDING</b>
E	20-04-012	Wynn	Fire	7-22-2020	Chartlet/ Bibliography	Fireboat Pilot Exam	Lt. Wynn filed a Request for Reconsideration of the Commissions July 30 Decision. RFR was not timely, Executive Director Dismissed.	PSCSC
RFD	20-03-010	Holtman	Fire	3-24-2020	Veteran's Preference Points	Remove Lt. Pyle's VPP and Republish Fire Captain Register	Executive Director Denied RFD April 14, 2020	EXECUTIVE DIRECTOR
RFD	20-03-012	Geoghagan	Police	3-5-2020	Service Credit Miscalculation	2017 & 2019 Police Promotional Exam	Appellant Withdrew RFD. Dismissal Order Sent April 15, 2020	EXECUTIVE DIRECTOR
RFD	20-03-001	Adams	Fire	1-9-2020	Request for Decision/Veteran's Preference Points	Remove VPP from Lt. Pyle  Fire Captain Register	Request denied by the Commission 1-16-2020	PSCSC
A	19-01-032	Goodman	Police	11-26-2019	Appellant Alleges Chief Changed OPA Reprimand to Termination	Termination	Appellant Withdrew Appeal Dismissed 1-31-2020	PSCSC



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Commissioner Dorothy Y. Leggett

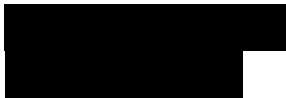
### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

October 23, 2020

Nina Jones



Re: PSCSC No. 20-01-019  
Nina Jones v. Seattle Police Department

Dear Nina Jones:

On October 14, 2020 the Public Safety Civil Service Commission received your appeal by email. Your appeal has been reviewed by the Executive Director and determined that your appeal was timely and within the jurisdiction of the Public Safety Civil Service Commission.

The Commission will review the status of your appeal at its next scheduled meeting, **November 18, 2020** and at monthly meetings thereafter, while it remains open. Your presence is not required at monthly meetings, although you are welcome to attend. We will contact you to schedule a prehearing conference or if the status of your appeal changes. You indicated in your appeal that you requested that your union file a grievance regarding this matter, and that it is the subject of arbitration. We would appreciate you keeping us updated about the union's decision.

You will be placed on our case docket, but we will not proceed with next steps until we hear from you.

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If you have questions, please do not hesitate to contact me at (206)-437-5425 or [Andrea.Scheele@Seattle.gov](mailto:Andrea.Scheele@Seattle.gov)

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrea Scheele".

Andrea Scheele  
Executive Director

Enclosure: Notice of Appeal

Copy: Chief Adrian Diaz, c/o Amy Lowen, Assistant City Attorney  
Rebecca Boatright, Executive Director, Legal Affairs, SPD  
Mike Fields, Executive Director, Human Resources, SPD  
Bobby Humes, Director, SDHR

BEFORE THE PUBLIC SAFETY CIVIL SERVICE COMMISSION  
OF THE CITY OF SEATTLE

**Nina Jones**

Appellant,

vs.

**Seattle Police Department**

CITY OF SEATTLE

Respondent

**DECLARATION OF SERVICE**

**CSC No. 20-01-019**

I, Teresa R. Jacobs, Administrative Staff Assistant of City of Seattle Civil Service Commissions, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: **Appeal Acknowledgement**

Party	Method of Service
Appellant: <b>Nina Jones</b> [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: <b>Seattle Police Department</b> Chief Adrian Diaz, SPD c/o Amy Lowen, Assistant City Attorney <a href="mailto:Amy.Lowen@seattle.gov">Amy.Lowen@seattle.gov</a> Rebecca Boatright, Executive Director, Legal Affairs <a href="mailto:Rebecca.Boatright@seattle.gov">Rebecca.Boatright@seattle.gov</a> Mike Fields, Executive Director, Human Resources <a href="mailto:MichaelR.Fields@seattle.gov">MichaelR.Fields@seattle.gov</a>	<input checked="" type="checkbox"/> E-Mail
Cc: Bobby Humes, Director, SDHR <a href="mailto:Bobby.Humes@seattle.gov">Bobby.Humes@seattle.gov</a>	<input checked="" type="checkbox"/> E-Mail

DATED: October 23, 2020 at Seattle, Washington.

For the Public Safety Civil Service Commission

*Teresa R. Jacobs*

Teresa R. Jacobs

Administrative Staff Assistant

Civil Service Commissions

City of Seattle Civil Service Commissions  
PO Box 94729, Seattle, WA 98124-4729  
(206) 233-7118 / (206) 386-1301



CITY OF SEATTLE CIVIL SERVICE COMMISSIONS

APPEAL NO. 20-01-019

FILED: October 14, 2020

## NOTICE OF APPEAL TO THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

The appeal must be received by the Executive Director within 10 (ten) days, following the received date or the postmarked date of the final notice from the department to the appellant.

INSTRUCTIONS: Complete all the pages, sign and attach any documents or correspondence that you have received from the Department related to your appeal. Send by postal or hand deliver to the Executive Director, Civil Service Commissions 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-472 or email to [Andrea.Scheele@seattle.gov](mailto:Andrea.Scheele@seattle.gov) or [Teresa.Jacobs@seattle.gov](mailto:Teresa.Jacobs@seattle.gov)

**An original signature of the appellant or authorized representative is required for appeals.**

I.	<u>Nina Michelle Jones</u>	<u>10049 College Wy. N Seattle, WA 98133</u>	<u>N/A</u>
	Appellant's Full Name	Work Address	Work Telephone
	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
	Residence Address	City /State/Zip	Home Telephone/Email
	<u>Police Detective</u>	<u>Seattle Police Dept</u>	<u>Lt. Jon Lucas</u>
	Job Title/Position	Department/Unit	Immediate Supervisor
	<u>05/04/2009</u>	<u>05/04/2009</u>	<u>[REDACTED]</u>
	Start Date in Position	City Employee Since, Month/Date/Year	Employee ID #

### II. ACTION BEING APPEALED: (check one)

☐ Suspension

☒ Discharge

☐ Demotion

☒ Violation of Article XVI of the Charter of the City of Seattle, PSCSC Ordinance or PSCSC Rules  
(Please list the rule): City Charter Article XVI, section 7, rule 1.3.2, 1.3.3,

☒ Other Personnel Related Issue: (Please briefly state the issue): Please see attached

If needed, you may provide the following information on an additional sheet of paper and attach any documents or correspondence that you have received from the Department related to your appeal.

**Reason for this appeal (Please include dates, location and action):** \_\_\_\_\_

See attached

**Remedy Sought (What do you want?):** \_\_\_\_\_

Position and title reinstated, missed wages returned and overturn termination.

**III. UNION:**

WHAT IS THE NAME OF YOUR UNION ASSOCIATION OR GUILD?

Seattle Police Officers Guild

Local Number: \_\_\_\_\_

☒ I HAVE / ☐ I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.

- This matter ☒ IS / ☐ IS NOT the subject of arbitration pursuant to a collective bargaining agreement.

**IV. ATTORNEY/AUTHORIZED REPRESENTATIVE:**

An Attorney or a representative is NOT required for the appeal process.

- Do you have an attorney or another person representing you for this appeal? ☐ YES ☒ NO  
If yes, please have your attorney submit a NOTICE OF APPEARANCE to the Commission Office and Department. All documents and information related to the appeal will go to the attorney or representative.

Name: N/A

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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Email: \_\_\_\_\_

Signature of Attorney/Representative: (If filling out this form):

\_\_\_\_\_ Date \_\_\_\_\_

A. **APPELLANT:**

If you **do not** have an attorney or a representative, please enter the address where All documents related to this appeal should be sent:

Mailing Address: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Home/Cell Phone (Include Area Code): \_\_\_\_\_

Nina M. Jones  
APPELLANT'S NAME (PLEASE PRINT)

 10/14/2020  
SIGNATURE OF APPELLANT DATE

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