



City of Seattle

CIVIL SERVICE COMMISSIONS

Andrea Scheele, Interim Executive Director

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Eric de los Santos

November 20, 2019

Civil Service Commission Monthly Meeting

Approved: December 19, 2019

Call to Order: Commission Chair Amy Bonfrisco called the meeting to order at 9:30 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Eric de los Santos

Carolyn Boies, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

- **September 18, 2019 Monthly Meeting:** The Commission reviewed the minutes of the September 18, 2019 monthly meeting. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **October 2, 2019 Special Joint Meeting:** The Commission reviewed the minutes of the October 2, 2019 Special Meeting with the Public Safety Civil Service Commission. Commissioner Davis moved to accept the minutes as written. Commissioner Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

City of Seattle Civil Service Commissions

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

Tel (206) 386-1301, Fax: (206) 684-0755, <http://www.seattle.gov>

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- **October 17, 2019 Special Joint Meeting:** The Commission reviewed the minutes of the October 17, 2019 Special Joint Meeting with the Public Safety Civil Service Commission. Commissioner Davis moved to accept the minutes as written. Commissioner de los Santos seconded the motion. The minutes were approved by acclamation and signed by the chair.

2. Executive Director Recruitment-Pam Inch, Executive Recruiter, SDHR:

Ms. Inch was present to provide information to the Commission regarding the recruitment of the Executive Director. Ms. Inch notified the commission that recruitment plan has been modified with discussion between the two commission chairs and herself to push out by one month. The commission will schedule a joint meeting with CSC in December to review PDQ's and schedule candidate presentations and interviews. Ms. Inch also notified the commission that Ms. Scheele's loan date ends on February 14, if necessary, her loan is renewable.

3. Case Status Report/Appeals Update: The Commission reviewed the monthly Case Status Report.

- **Romulo v. SPU-CSC No. 19-01-030:** Mr. Romulo was present but did not give testimony in the appeal he filed with the commission. The commission reviewed Mr. Romulo's appeal. Ms. Scheele provided a background and stated the appeal was timely. It will be assigned to a CSC Hearing Officer to schedule a 1st prehearing conference.

4. CSC Employee Survey: The commission reviewed the online results and hard copy of the returned survey. The survey opened September 16 and was sent to City department directors and employees, it closed on October 11, 2019. There were 374 completed surveys completed online and 29 returned in hard copy. The commission will move forward with looking at the demographics and employee's familiarity with the Civil Service Commission.

5. Executive Director's Report:

- **Budget:** Kara Main-Hester the City Budget Office, Fiscal and Policy Analyst was present to provide the commission with information on the budget spreadsheet. Ms. Main-Hester notified the commission that there is end of the year savings of 40K. Andrea Scheele, Interim Executive Director requested approval from the commission to use the cost savings to purchase A/V equipment for the hearing room. Ms. Scheele met with Seattle IT and received information on outfitting the hearing room with equipment that is needed to conduct hearings and meetings. Seattle IT will provide a quote which Ms. Scheele said she hopes to get paid out of the 2019 budget with the work commencing in the new year. Commissioner de los Santos moved to approve the cost savings to purchase A/V equipment. Commissioner Bonfrisco seconded the motion. The motion passed.

6. Old/New Business:

- Ms. Scheele gave the commission an update on her work since she began with the Commission in October. She reported she has been working on PSCSC issues, particularly work on the Veteran's Preference. She has met with several stakeholders including the Fire and Police Exams Unit. The Executive Director of the Community Police Commission and consulting firm 21CP regarding the Police Accountability Ordinance. Ms. Scheele also updated the commission on the Mayor's appointment to the commission. The appointee declined; Ms. Scheele continues to work with the Mayors contact to get a roster of possible appointees. Staff is also working on getting back on board with the New Employee and New Supervisor Orientations as well as in front of departments directly to gather information from employees on their familiarity and provide information on the CSC. Ms. Scheele would also like to in the short-term work with the commission on a work plan to include the values, goals, and expectations. She intends to meet with the Commissioners individually. The commission thanked Ms. Scheele for providing the update as well as providing them information on the PSCSC.

Adjourn: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 10:59 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/19/2019

/s/ Amy S. Bonfrisco 12/19/2019

 Date: 12-19-19

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Teresa R. Jacobs
Administrative Staff Assistant

Amy S. Bonfrisco
Commission Chair