



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Ray Ceaser, Chair

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION

*MEETING AGENDA

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

DATE: Monday, June 17, 2024

TIME 2:00 p.m.

LOCATION: Hybrid meeting- In person or via Webex

In Person Location: **SMT Room 1679** Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m1b5998b0c28b22a6c4b75a0257f20c0e>

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[Civil Service Commission - Civil Service Commission | seattle.gov](https://seattle.gov/civil-service-commission)



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
AGENDA**

June 17, 2024 @ 2:00 PM

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

1. **CALL TO ORDER** Commission Chair (CSC 2.05)
LAND ACKNOWLEDGEMENT

2. **ATTENDEE INTRODUCTIONS**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES** May 20, 2024, CSC Special Meeting

5. **ACTION ITEMS**

6. **EXECUTIVE SESSION** May be cancelled if not needed
UPDATES/DISCUSSION **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
 - a. Budget Update
 - b. Department Update
 - c. Outreach Update-*Sarah Butler, Operations & Policy Advisor*
CASE STATUS REPORT/APPEAL UPDATES
 - d. Reichenbach v. SPU-CSC No. 23-03-002

7. **OLD/NEW BUSINESS**

8. **ADJOURNMENT** **Next Meeting Date: July 15, 2024 @ 2:00 PM**



CITY OF SEATTLE CIVIL SERVICE COMMISSION
MEETING MINUTES-May 20, 2024
Location: Webex and SMT 1679

1. CALL TO ORDER

Executive Director Andrea Scheele called to order the meeting of the Civil Service Commission at 2:00 p.m. on May 20, 2024.

LAND ACKNOWLEDGEMENT

Executive Assistant Teresa Jacobs read the land acknowledgement honoring the Duwamish people and the land we inhabit.

2. ATTENDEE INTRODUCTIONS

Director Scheele gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser and Mary Wideman-Williams. Commission Staff: Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorney: Anne Vold.
Not Present: Joe Levan Assistant City Attorney, Commission Counsel

3. PUBLIC COMMENT

There was no Public Comment in person or in writing.

4. COMMISSIONER UPDATE

Director Scheele read into the record the resignation letter of Council appointed commissioner Charlene MacMillan. Commissioners and staff expressed their gratitude to Commissioner MacMillan and thanked her for her contributions during her time on the commission.

5. APPROVAL OF MINUTES
April 15, 2024

Commissioners reviewed the minutes from the April 15, 2024, meeting. Commissioner Ceaser moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation.

6. ACTION ITEMS

Chair Nomination and Vote (CSC 2.03)

Commissioner Wideman Williams moved to nominate Commissioner Ray Ceaser as the Chair for the remainder of 2024. Commissioner Ceaser seconded the motion and accepted the nomination.

CASE STATUS REPORT: The commission reviewed the Case Status Report. Director Scheele gave an update on the appeal of: **Reichenbach v. SPU-CSC #23-01-002 Vote to Delegate Motion to Dismiss and further proceedings, if any to the Seattle Office of the Hearing Examiner (CSC 5.08)**. Commissioner Wideman Williams moved to delegate to the OHE. Commissioner Ceaser seconded the motion. The motion was approved. An Order and next steps will be provided to the parties.

EXECUTIVE SESSION

The commission did not go into Executive Session.

<p>7. UPDATES/DISCUSSION</p>	<p>EXECUTIVE DIRECTOR DEPARTMENTAL AND BUDGET UPDATE</p> <ul style="list-style-type: none"> a. Budget Update: Director Scheele gave an update on the budget. b. Departmental Update: Director Scheele gave an update on the work of the department.
<p>8. OLD/NEW BUSINESS</p>	<p>There was no old or new business.</p>
<p>9. ADJOURNMENT</p>	<p>Commission Chair Ceaser adjourned the meeting at 2:18 pm</p>

Minutes submitted June 17, 2024, by: Teresa

Jacobs Minutes Approved Amended

Signed by CSC Commission Chair, Ray Ceaser

Monthly meetings are recorded; after January 1, 2024, they may be found at:
<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>

Department Expenditures by Account and Month Revenues are reported as negative values

Version 8.1

Year 2024
 City EVC000 - Civil Service Commissions Dept
 BSL - All
 Fund All

		Values																	
Account	Grouping Level Two	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses	YTD Expenses	Encumbrance	Available Balance	Percent Used
Exp	Labor	644,162	644,162	53,335	47,946	48,143	49,343	52,067	5,562	-	-	-	-	-	-	256,395	-	387,766	39.8%
	Non-Labor	237,372	237,372	17,894	19,673	19,211	20,357	18,884	14,865	-	-	-	-	-	-	110,884	-	126,489	46.7%
Grand Total		881,534	881,534	71,229	67,619	67,353	69,699	70,952	20,427	-	-	-	-	-	-	367,279	-	514,255	41.7%

Department Expenditures by Account and Month Revenues are reported as negative values

Year 2023
 City EVC000 - Civil Service Commissions Dept
 BSL - All
 Fund All

		Values																	
Account	Grouping Level Two	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses	YTD Expenses	Encumbrance	Available Balance	Percent Used
Exp	Labor	636,080	636,080	37,694	34,871	34,860	34,848	35,064	47,593	47,990	69,028	47,774	47,768	48,080	63,045	548,616	-	87,464	86.2%
	Non-Labor	258,941	356,613	16,547	22,911	22,218	21,520	21,024	20,558	22,683	22,340	22,022	23,483	18,066	26,725	260,097	-	96,516	72.9%
Grand Total		895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	70,674	91,368	69,797	71,252	66,145	89,770	808,713	-	183,979	81.5%

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
June 2024**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
23-03-002	Reichenbach	SPU	4-5-2023	City of Seattle Personnel Rules Violations: PR 1.1.2; 1.1.7A; 1.1.7B; 1.1.7C	Alleged prohibited behavior by department and flawed investigation.	2 nd Prehearing was held October 26, 2023. At the May 20, 2024, meeting, the commission voted to delegate the appellant's appeal to the OHE.	OHE

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION	DISMISSAL
23-01-003	LaFazia-Geraghty	HSD	11-27-2023	PR 1.3-Workplace Expectations	Suspension	February 2, 2024, Appellant withdrew appeal.	Appeal dismissed and closed February 8, 2024.

1 **BEFORE THE CITY OF SEATTLE CIVIL SERVICE COMMISSION**

2
3 **AMY REICHENBACH**

4 Appellant,

5 vs.

6 **CITY OF SEATTLE, SEATTLE PUBLIC UTILITIES**
7 **(SPU)**

8 Respondent.

CSC #23-03-002

ORDER DELEGATING APPEAL TO THE
OFFICE OF HEARING EXAMINER

9 The Civil Service Commission (CSC) on May 20, 2024, approved delegation of this appeal
10 to the Seattle Office of the Hearing Examiner (OHE).

11 **ORDER**

12 Pursuant to Subsection 4.04.250.L.7 of the Seattle Municipal Code, the Civil Service
13 Commission hereby delegates the hearing and decision in this matter to the Seattle Office of the
14 Hearing Examiner to service as Presiding Officer over this matter, subject to review by the Civil
15 Service Commission. Parties should address all future pleadings and correspondence to that
16 office at: Office of the Hearing Examiner, Seattle Municipal Tower, 700 Fifth Avenue, Suite 4000,
17 P.O. Box 94729, Seattle, WA 98124-4729, or as that office directs.

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OHE is requested to conduct a hearing in accordance with the Civil Service Commission Rules of Process and Procedure and issue a ruling in this matter no later than fifteen days from the close of the record. The Commission retains the right to review and make a recommendation on all final decisions, pursuant to CSC Rule 5.08.

DATED this 31st day of May, 2024

FOR THE CITY OF SEATTLE CIVIL SERVICE COMMISSION

Andrea Scheele

Andrea Scheele, Executive Director
Civil Service Commission

DECLARATION OF DELIVERY

I, Teresa Jacobs, 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 email, a true and correct copy of the foregoing document: **Order Delegating Appeal to the Office of the Hearing Examiner**

Party	Method of Service
Appellant: Amy Reichenbach c/o Judith Lonnquist, Attorney Lojal@aol.com	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Public Utilities Deborah Fiander, Assistant City Attorney Deborah.Fiander@seattle.gov	<input checked="" type="checkbox"/> E-Mail

DATED: May 31, 2024, at Seattle, Washington.

Teresa R. Jacobs

Executive Assistant
Civil Service Commission