



City of Seattle

CIVIL SERVICE COMMISSIONS

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

Staff
Andrea Scheele, Executive Director
Teresa Jacobs, Executive Assistant

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

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

DATE: Monday, May 15, 2023

TIME: 2:00 p.m.

LOCATION: WebEx and CSC Hearing Room, 16th floor of Seattle Municipal Tower.

To attend in person, request access to the 16th floor from SMT security at building entry and follow the signs on 16.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m71031e79b085804bb4348c8d8dff9a69>

Join by meeting number

Meeting number (access code): 2497 422 9230 Meeting password: AnEiVSP3q33

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24974229230## United States Toll (Seattle)

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Join by phone

+1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll

Global call-in numbers

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**CIVIL SERVICE COMMISSION
MEETING AGENDA
May 15, 2023 @ 2:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. APPROVAL OF MEETING MINUTES
 - March 20, 2023

STANDING ITEMS

6. CASE STATUS REPORT and APPEALS UPDATE
7. DEPARTMENTAL AND BUDGET UPDATE
8. EXECUTIVE SESSION (May be cancelled if not needed)
9. OLD/NEW BUSINESS
10. ADJOURN

**NEXT CSC MEETING: June 12, 2023 @ 2 pm
END OF AGENDA**



CIVIL SERVICE COMMISSIONS

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

Staff

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

March 20, 2023
Civil Service Commission Special Meeting Minutes
Approved: May 15, 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; Gary Smith, Assistant City Attorney, Joe Levan, Assistant City Attorney, Anne Vold, Assistant City Attorney, Teresa Jacobs, Executive Assistant

New Commission Counsel: Gary Smith the commission's outgoing counsel introduced Joe Levan the commission's new government affairs attorney and advisor to the commission.

4. PUBLIC COMMENT: There was no public comment written or in person.

5. **APPROVAL OF MEETING MINUTES**

February 13, 2023- 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 on February 13, 2023, were approved.

6. **FINANCIAL INTEREST STATEMENTS**

Commission Executive Assistant, Teresa Jacobs notified the commission that they will receive the Financial Interest statements and instructions via email. The deadline to return the statements is no later than April 15.

7. **PROPOSED LEGISLATION:** Director Scheele reported that the City Clerk's office, in partnership with the Civil Service Commissions will propose an ordinance that would amend election procedures for the employee-elected members of the Civil Service Commission and Public Safety Civil Service Commission; and Sections 4.04.250 and 4.08.040 of the Seattle Municipal Code. The purpose is to clarify (not change) who is eligible to run and vote in civil service elections.

8. **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 reported a hearing was held on March 20th regarding Mr. Rogers Request for Review of Dismissal and referral to the Office for Civil Rights. The commission is taking the issues of the hearing into consideration and will issue a decision.

Sivage v. SDOT, CSC 22-01-014: Ms. Scheele reported the case has been referred to the Seattle Office of Hearing Examiner.

Clemons v. SDOT, CSC 22-01-015: Ms. Scheele reported this case was referred to the Office for Civil Rights and there is no further update.

9. **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 continue the promotional exam season. **Operations and Policy Advisor Position:** Ms. Scheele reported that efforts for the hiring for this position are ongoing. **Outreach:** Commission

staff continues to work on outreach for department training. Staff recently held training for two SDCI work groups. **Budget:** The commission reviewed the budget document. The adopted budget is not yet available for 2023. **Retreat:** The commission agreed that it would be constructive to determine when to hold the commission retreat after the new commissioner is on board.

10. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission did not go into Executive Session
11. **OLD/NEW BUSINESS:** N/A
12. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:27 pm

Respectfully submitted on **May 15, 2023**, for the CSC:

Approved

Teresa Jacobs, Executive Assistant

Mary Wideman-Williams, Chair

**CIVIL SERVICE COMMISSION CASE
STATUS REPORT (CSR)
May 2023**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
23-01-002	Reichenbach	SPU	4-07-2023	PR 1.1	Workplace misconduct	Under review by ED	TBD
23-01-001	Rogers	SDOT	12-21-2022	1.3.2 (D) Justifiable Cause	Discharge	5-1-2023 Appellant requested reconsideration of decision to uphold finding of no jurisdiction. SDOT response due 5-26-2023	CSC
22-01-015	Clemons	SDOT	8-24-2022	5.01B, Personnel Rules	Discharge Appellant Alleges Discrimination	CSC Appeal In Abeyance until completion of Investigation by SOCR	TBD Discrimination Referred to SOCR
22-01-014	Sivage	SDOT	4-2-2022 (extension granted until June 10, 2022)	5.01B, Personnel Rules (multiple), SMC 4.04.070	Discharge	2-2023 Appeal delegated to OHE.	OHE

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION
22-01-013	Griffith	SPU	3-28-2022	5.01B	Discharge	Settled / Dismissed
21-01-041	LaBelle	Parks	10-15-2021	5.01B	Discharge	1 st Prehearing held December 10, 2021 Respondent filed a Motion to Dismiss. ED sent an Order Granting Motion Dismiss-1-28-2022
22-05-001	Garza	SDOT	1-13-2022	P.R. 1.4, 1.5, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.1, 4.3, 11; SMC 4.04.260(A) & PR 5.8.100 Abuse of Employee Evaluation Procedures, retaliation for concerted and protected employment activity	Performance Evaluation	Withdrawal requested. Dismissed

Civil Service Commissions Expenditures by Month (May 2023)

#REF!

Year	2023
Budget Transaction Type	(Multiple Items)
Department Name	CIVIL SERVICE COMMISSIONS
Master Project ID And Name	All Projects

		Values															YTD	Encumbr	Availabl	Percent
Detail Project ID And Name	Labor/Non-Labor	Adopted Budget	Revised Budget	January - Expenses	February - Expenses	March - Expenses	April - Expenses	May - Expenses	June - Expenses	July - Expenses	August - Expenses	Septembe	October -	Novembe	Decembe	YTD Expenses	ances	e Balance	Used	
												r- Expenses	r- Expenses	r- Expenses						
VADMIN - Leadership and Admi	Labor	636,080	636,080	34,811	32,498	32,702	32,906	5,196	0	0	0	0	0	0	0	138,114	0	497,966	21.7 %	
	Non-Labor	258,941	258,941	16,547	22,911	22,218	21,520	17,103	0	0	0	0	0	0	0	100,299	0	158,642	38.7 %	
VCCIVILSV - Civil Service Commis	Labor	0	0	2,883	2,373	2,157	1,942	0	0	0	0	0	0	0	0	9,355	0	(9,355)		
Grand Total		895,020	895,020	54,241	57,783	57,077	56,368	22,299	0	0	0	0	0	0	0	247,768	0	647,252	27.7 %	

Year	2022
Department Name	CIVIL SERVICE COMMISSIONS
BSL - Budget Program - Master Proj	All Projects
Fund ID And Name	All Funds

		Values															YTD	Encumbr	Availabl	Percent
Account Grouping Level One	Account Grouping Lev	Adopted Budget	Revised Budget	January - Expenses	February- Expenses	March - Expenses	April - Expenses	May - Expenses	June - Expenses	July - Expenses	August - Expenses	Septembe	October -	Novembe	Decembe	YTD Expenses	ances	e Balance	Used	
												r- Expenses	r- Expenses	r- Expenses						
Expenditures	Labor	406,411	445,399	25,001	38,538	52,304	32,405	32,409	29,278	25,653	47,605	32,836	32,829	32,474	43,255	424,588	0	20,811	95.3 %	
	Non-Labor	195,146	310,146	11,295	15,051	17,626	14,930	15,700	14,834	16,672	15,515	14,245	14,711	14,908	19,336	184,823	0	125,323	59.6 %	
Grand Total		601,557	755,545	36,296	53,590	69,930	47,335	48,109	44,112	42,325	63,119	47,081	47,540	47,382	62,592	609,411	0	146,134	80.7 %	