



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Charlene MacMillan

Commissioner Joshua Werner

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, October 16, 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 to the commission hearing room 1679.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=mcc35dee22749f9647a33f2fc180bc1a3>

Join by meeting number

Meeting number (access code): 2496 181 4710 Meeting password: J2nHnmN46nq

Tap to join from a mobile device (attendees only)

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City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755 <https://www.seattle.gov/civil-service-commission>

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**CIVIL SERVICE COMMISSION
MEETING AGENDA
October 16, 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 *(Pages 1-5)*
 - September 18, 2023-Monthly Meeting •October 2, 2023-Retreat
6. COMMISSION RETREAT
7. REGISTRATION-42ND ANNUAL CIVIL SERVICE CONFERENCE *(Pages 6-7)*
8. NOVEMBER 2023 CIVIL SERVICE EMPLOYEE ELECTION UPDATE *(Page 8)*
9. NOVEMBER JOINT MEETING WITH PSCSC
10. OPMA/PRA TRAINING

STANDING ITEMS

11. CASE STATUS REPORT and APPEALS UPDATE *(Pages 9-13)*
 - Reichenbach v. SPU-CSC #23-01-002-Update
12. EXECUTIVE DIRECTOR DEPARTMENTAL AND BUDGET UPDATE *(Page 14)*
13. EXECUTIVE SESSION (May be cancelled if not needed)
14. OLD/NEW BUSINESS
15. ADJOURN

NEXT CSC MEETING:

**November 16, 2023 @ 10:00 am-Special Joint Meeting with PSCSC
November 20, 2023 @ 2 pm-Monthly Meeting**

END OF AGENDA



CIVIL SERVICE COMMISSIONS

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

Staff

Andrea Scheele, Executive Director
Sarah Butler, Operations & Policy Advisor
Teresa R. Jacobs, Executive Assistant

September 18, 2023
Civil Service Commission Meeting Minutes
Approved: October 16, 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

Not Present: Commissioner Charlene MacMillan

Staff & Counsel: Andrea Scheele, Executive Director; Joe Levan, Assistant City Attorney; Sarah Butler, Operations & Policy Advisor; Teresa Jacobs, Executive Assistant.

Guests: Assistant City Attorneys Anne Vold, Kathryn Childers, and Sarah E. Tilstra.

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

5. APPROVAL OF MEETING MINUTES July 17, 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 July 20, 2023, were approved.

6. **NOVEMBER 2023 CIVIL SERVICE ELECTION UPDATE:** Director Scheele gave an update on the Civil Service and Public Safety Civil Service Election for the employee elected commissioner position. Ms. Scheele announced the information sessions were underway and thanked the commissioners for their participation in the sessions. Ms. Scheele notified the commission that postcards were mailed to eligible voters. The election will be held the first week of November and results are expected by November 17th.

7. **SAVE THE DATE: 42ND ANNUAL CIVIL SERVICE CONFERENCE:** Ms. Scheele notified the commission that the Civil Service Conference will be held virtually October 24th through 26th.

8. **COMMISSION RETREAT:** The CSC commission and staff will hold its annual retreat at SMT on October 2nd. Ms. Scheele notified the commission that the agenda is being finalized.

9. **CASE STATUS REPORT and APPEALS UPDATE**
Director Scheele informed the commission of the current open appeals. The commission reviewed the case status report.

Reichenbach v. SPU, CSC 23-03-002: Director Scheele reported the first prehearing conference for which she would preside has been rescheduled for October 6th.

Sivage v. SDOT, CSC 22-01-014: Director Scheele reported the appeal was delegated to the Office of the Hearing Examiner (OHE). The OHE notified the commission that Ms. Sivage withdrew her appeal, and it was dismissed.

Clemons v. SDOT, CSC 22-01-015: Director Scheele reported that this appeal was dismissed by CSC and referred to the Seattle Office of Civil Rights (SOCR).

10. **EXECUTIVE DIRECTOR REPORT**
Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **PSCSC Exams:** Director Scheele informed the commission that staff has ongoing work with the exam unit on hiring and promotional exams with the Seattle Police and Fire Departments. **Budget:** Director Scheele shared she is working on the 2024-2025 budget. There was a possible

inconsistency in the labor expenditures of the department. Ms. Scheele reported she would find out and return with information.

11. **OLD/NEW BUSINESS**: There was no old/new business.
12. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)**: The commission did not go into executive session.
13. **ADJOURN**: All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:26pm.

Respectfully submitted on **October 16, 2023**, for the CSC:

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams, Chair



CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Mary Wideman-Williams

Commissioner Charlene MacMillan

Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa R. Jacobs, Executive Assistant

October 2, 2023
Civil Service Commission Retreat
Approved: October 16, 2023

1. **CALL TO ORDER:** Commission Chair Mary Wideman-Williams called the retreat to order at 10:00 am. The retreat was held in SMT 1650.

2. **LAND ACKNOWLEDGEMENT:** Chair Wideman-Williams opened the retreat with a Land Acknowledgement.

3. **INTRODUCTIONS: Commissioners:** Commission Chair Mary Wideman Williams, Commissioner Charlene MacMillan, Commissioner Joshua Werner. **Staff/Assistant City Attorney:** Andrea Scheele, Executive Director, Sarah Butler, Operations and Policy Advisor, Teresa R. Jacobs, Executive Assistant, Joe Levan, Assistant City Attorney. **Facilitator:** Janell Morgan Ndegwa.

4. **WELCOME AND CENTERING ACTIVITY:** Ms. Morgan Ndegwa lead the opening of the retreat with a welcome and centering activity.

5. **CIV DEPARTMENT OVERVIEW:** Staff shared their backgrounds, Cliftons Strengthfinder results from the staff retreat held in July, and an outline of current work and future goals for the department.

City of Seattle Civil Service Commissions

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CSC Monthly Meeting-10-16-2023

Page 4

6. **RETROSPECTIVE: CIVIL SERVICE COMMISSION AND DEPARTMENT:** Sarah Butler gave a presentation on the history of the Civil Service Commission.

7. **ADMINISTRATIVE HEARINGS: NUTS AND BOLTS FOR COMMISSIONERS:** Director Scheele conducted a training for the commissioners on conducting an administrative (appeal) hearing. Ms. Scheele covered the process from the filing and intake of an appeal to the hearing, and written decision of the commission.

8. **OPEN DISCUSSION:** There was discussion on updating the website, land acknowledgement, and the history of policy development of the commission.

9. **ADJOURN:** Commission Chair Wideman-Williams adjourned the retreat at approximately 2:00 pm.

Respectfully submitted on **October 16, 2023**, for the CSC:

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams, Chair

42nd Annual Civil Service Conference

Event
10.24.23-10.26.23 | 9:00 a.m. to noon PDT (each day)
Virtual Event

Please join us for the 42nd Annual Civil Service Conference, hosted in partnership with [Public Safety Testing](#) and taking place on October 24-26, 2023, from 9:00 a.m. to noon each day.

Who should attend? The conference provides civil service commissioners, secretaries and examiners, other local human resources officials, and legal counsel with practical information on best practices and emerging issues they face every day.

The agenda is below:

Contact

P. Stephen DiJulio
Matthew Kelly
Alyssa A. Melter

Related Services

Labor & Employment
Litigation
Public Finance & Municipal
Government
Public Records & Open
Government

Tuesday, October 24 - Day One

Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff

Wednesday, October 25 - Day Two

Updates at the Washington CJTC
Register Management in a Contentious Environment
Legal Update

Thursday, October 26 - Day Three

Panel Discussion: Do Hiring Standards Still Exist in Today's Very Competitive Environment?

Public Safety Testing Annual All-Agency Business Meeting:

- What applicant trends are we seeing?
- Veteran's Preference – Simplified!
- Virtual Testing – What we have learned
- Trends in testing, investigations, and promotional testing

- What's new (and improved) at PST
 - And more...
-

The conference is complimentary for our guests and hosted via Zoom.

Questions. If you have questions about the Conference, please email events@foster.com.

About the Conference. For more than four decades, the Civil Service Conference has provided civil service commissioners, secretaries and examiners, other local human resources officials, and legal counsel with practical information on best practices and emerging issues.


Get involved. Exercise your right to vote.


2024 Civil Service Employee Commissioner Election
Candidate Declaration Week - October 2-6
Vote - November 6-13



Seattle

An employee election for Civil Service Commissioner will take place in the fall of 2023. The term of the commissioner will be January 1, 2024 through December 31, 2026.

The Office of the City Clerk will be administering the election. See Office of the City Clerk [website](#) for election rules and other information. The [CSC Employee Elections Backgrounder](#)  provides some answers to commonly asked questions.

The Office of the City Clerk and Civil Services Commissions held Candidate and Election Information Sessions in mid-September. The slide deck for those sessions can be found [here](#) .

Election Timeline

- Candidate Filing: October 2 - 6
- Civil Service Employee Voting: November 6 - 13
- Voting tabulated and results shared: on or before November 17

Email sarah.butler@seattle.gov or call [\(206\) 586-1991](tel:(206)586-1991) for more information.

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

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
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.	Prehearing was held October 6, 2023. Hearing TBD	CSC

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION
22-01-015	Clemons	SDOT	8-24-2022	5.01B, Personnel Rules	Discharge Appellant Alleges Discrimination	CSC lacks subject matter jurisdiction, referral to SOCR. Order of Dismissal issued September 14, 2023.
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. On August 1, 2023, Appellant withdrew appeal. OHE issued an Order of Dismissal on August 3, 2023.
23-01-001	Rogers	SDOT	12-21-2022	1.3.2 (D) Justifiable Cause	Discharge	ED determined CSC lacks subject matter jurisdiction, referral to SOCR. CSC affirmed ED determination re jurisdiction. Appellant requested reconsideration

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

						Commission issued Order Denying Request for Reconsideration July 6. 2023.
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1 **BEFORE THE CITY OF SEATTLE**
2 **CIVIL SERVICE COMMISSION**

3 In the matter of the appeal of

4 **AMY REICHENBACH,**

5 Appellant

6 V.

7 **SEATTLE PUBLIC UTILITIES**

8 Respondent

**FIRST ORDER ON PREHEARING
MATTERS**

CSC No. 23-03-002

9
10 On Friday, October 6, 2023, at 10:00 a.m., Civil Service Commission Executive Director
11 Scheele presided over the first prehearing conference in this matter. Appellant Amy Reichenbach
12 was present with her representative, attorney Judith Lonquist. Respondent Seattle Public Utilities
13 (“SPU”) was represented by City of Seattle Assistant City Attorney Deborah Fiander.

14 **SUMMARY**

15 **1. Jurisdiction and timing of timing of motions to dismiss for lack of jurisdiction.**

16 The parties discussed with the Executive Director:

- 17 a. Whether the Civil Service Commission has jurisdiction over each of the allegations
18 in the appellant’s Notice of Appeal and attachments; and
19 b. Whether jurisdictional objections are required to be made within a certain number of
20 days of the notification provided under Civil Service Commission Rule 5.06.

21 **2. Preliminary witness lists.**

22 Discussion of this topic was postponed to a later prehearing conference.

23 **3. Preliminary exhibit lists.**

24 Discussion of this topic was postponed to a later prehearing conference.
25

CERTIFICATE OF SERVICE

I, Teresa R. 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 the method of service listed below, a true and correct copy of the foregoing document: First Order on Prehearing Matters.

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

DATED: October 10, 2023, at Seattle, Washington.

Teresa R. Jacobs

Teresa R. Jacobs, Executive Assistant

CIV expenses by month/year

Revenues are reported as negative values

2023
 VC000 - Civil Service Commissions Dept
 All
 All

0

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	Available Balance	Percent Used
Labor	636,080	636,080	37,694	34,871	34,860	34,848	35,064	47,593	47,990	69,028	47,774	5,196	-	-	394,918	241,161	62.1%
Non-Labor	258,941	356,613	16,547	22,911	22,218	21,520	21,024	20,558	22,683	22,340	22,022	21,639	-	-	213,462	143,150	59.9%
	895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	70,674	91,368	69,797	26,835	-	-	608,381	384,311	61.3%

2022
 VC000 - Civil Service Commissions Dept
 All
 All

0

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	Available Balance	Percent Used
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	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	125,323	59.6%
	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	146,134	80.7%