



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Mary Wideman-Williams, Chair
Commissioner Charlene MacMillan
Commissioner Joshua Werner

Staff

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

CITY OF SEATTLE CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

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

DATE: December 11, 2023

TIME 2:00 p.m.

LOCATION: Hybrid meeting- In person or via Webex

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

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)

+1-206-207-1700,,24961814710## United States Toll (Seattle)

+1-408-418-9388,,24961814710## United States Toll

Join by phone

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

Global call-in numbers

Join from a video system or application

Dial 24961814710@seattle.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

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



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
December 11, 2023 @ 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** October 16, 2023, CSC Monthly Meeting
November 16, 2023, Joint Meeting with Civil Service Commission
(Pages 3-5)
-

5. **ACTION ITEMS** No action items at the time of publishing.
-

- EXECUTIVE SESSION** May be cancelled if not needed
6. **UPDATES/DISCUSSION** **OUTREACH** (Sarah Butler, Operations & Policy Advisor)
a. Election Results (Pages 6-10)
b. Video and Social Media
-

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- c. Budget Update (Page 11)
d. Department Update
-

CASE STATUS REPORT/APPEAL UPDATES (Pages 12-13)

- e. Reichenbach v. SPU-CSC No. 23-03-002 (Pages 3-5)
f. LaFazia-Geraghty v. HSD-CSC No. 23-01-003 (Pages 17-19)
-

6. **OLD/NEW BUSINESS**
-

7. **ADJOURNMENT**



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
MONTHLY MEETING MINUTES
October 16, 2023
Location: WebEx and at SMT 1679**

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT INTRODUCTIONS	CSC Commission Chair Mary Wideman-Williams called to order the monthly meeting of the Civil Service Commission at 2:00 pm on October 16, 2023.
	PUBLIC COMMENT	There was no Public Comment in person or in writing.
2.	ATTENDEES	Chair Wideman-Williams gave attendees an opportunity to introduce themselves. The following people were present: <u>CSC Commissioners:</u> Charlene MacMillan and Joshua Werner. <u>Commission Staff:</u> Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. <u>Commission Counsel/Assistant City Attorney:</u> Joel Levan.
3.	APPROVAL OF MINUTES	Commissioners reviewed the minutes from the last meeting held on <u>September 18, 2023</u> , and Commission Retreat held on October 2, 2023. Commissioner Werner moved to accept the minutes. Commissioner MacMillan seconded the motion. The minutes were approved as written.
4.	ACTION ITEMS	There were no action items.
	EXECUTIVE SESSION	The commission did not go into Executive Session.
5.	UPDATES/DISCUSSION	<ol style="list-style-type: none">a. Commission Retreat: The commission recapped the commission retreat held in October.b. Registration for the 42nd Annual Civil Service Conference: Director Scheele notified the commission that registration was still open for the conference in October.c. November 2023 Civil Service Employee Election Update: Sarah Butler gave an update.d. November Joint Meeting with PSCSC: The joint meeting will be held November 16, 2023, at 10:00 a.m.e. OPMA/PRA Training: Assistant City Attorneys Joe Levan and Aaron Valla conducted Open Public Meetings Act Training and Public Records Act Training.f. 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.g. Executive Director Departmental and Budget Update: Director Scheele provided the monthly department and budget update.
6.	OLD/NEW BUSINESS	There was no Old/New Business.

7. ADJOURNMENT

Commission Chair Wideman-Williams adjourned the meeting at 3:39 pm

Minutes submitted by: Teresa Jacobs

Minutes Approved by: Commissioner Mary Wideman-Williams, Chair

Signed: _____



CITY OF SEATTLE
JOINT MEETING OF THE PUBLIC SAFETY AND CIVIL SERVICE COMMISSIONS
SPECIAL MEETING MINUTES
November 16, 2023
Location: WebEx and at SMT 1679

- 1. CALL TO ORDER** PSCSC Commission Chair Stacy Connole and CSC Commission Chair
LAND ACKNOWLEDGEMENT Mary Wideman-Williams called to order the joint special meeting of
INTRODUCTIONS the Public Safety Civil Service Commission and Civil Service
Commission at 10:00 am on November 16, 2023.
PUBLIC COMMENT There was no Public Comment in person or in writing.

ATTENDEES The Chairs gave attendees an opportunity to introduce themselves.
The following people were present: PSCSC Commissioners: Joel Nark
and Richard Greene. CSC Commissioners: Mary Wideman-Williams,
Chair, and Charlene MacMillan. Commission Staff: Andrea Scheele,
Executive Director, Sarah Butler, Operations & Policy Advisor, and
Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant
City Attorneys: Joel Levan and Anne Vold.

- 2. DISCUSSION/ACTION** EXECUTIVE DIRECTOR
ITEMS a. Performance Evaluation Feedback
b. Merit Days Award
c. Annual Wage Increase
EXECUTIVE SESSION The Executive Session began at 10:12am. The Executive Session
ended at 10:30 am.

- 3. VOTE** Merit Days: Commissioner Greene moved to award 6 Merit Days to
Director Scheele. Commissioner Werner seconded the motion. The
motion passed. Commissioner Greene moved. Commissioners
Wideman-Williams and MacMillan seconded the motion. The
commission voted a unanimous Yes for the AWI.

- 4. OLD/NEW BUSINESS** There was no Old/New Business.

- 5. ADJOURNMENT** Commission Chairs Connole and Wideman-Williams adjourned the
meeting at 10:49 am
Minutes submitted by: Teresa Jacobs
Minutes Approved by: Commissioner Stacy Connole, PSCSC Chair
and Mary Wideman-Williams, CSC Chair

Signed: _____ PSCSC Chair

_____ CSC Chair

**Seattle Civil Service Commission
2023 Civil Service Commission Employee Election**

Winning Candidate

Candidate	Round Elected
Ray A. Ceaser	3
Number of Eligible Voting Members	7,848
Number of Votes	869
Percent Voted	11.07%



Certified, Frank Fatone
President and CEO
Election Services Co.

The election results and any additional information in connection therewith provided by ESC hereunder or in any report delivered by ESC in connection therewith are provided solely for the benefit of the Board of Directors or equivalent governing body of your organization in connection with the services provided hereunder or any other services rendered in connection therewith and shall not otherwise be reproduced for any other purpose, made public or provided to the membership of your organization (other than to report such actual election results) or any other person or entity without the express prior written consent of ESC.

Column1			
SCSC Civil Service Commission			
2023 Civil Service Commission Employee Election			
CANDIDATES:			
Ray A. Ceaser			
Domico Curry			
James E. Philio			
Tarney Sheldon			
Josh Werner			
ELECTION RULES:			
System: Instant Runoff Voting			
Threshold Type: Droop			
Simultaneous Drop: When mathematically inevitable			
Ties: 1) Random (by computer)			

869 valid ballots.			
Electing 1 candidate.			
Winning threshold is 435 votes.			
There were no invalid ballots.			
(869 total ballots processed.)			

ROUND 1 -- Tally of 1st place votes.			
CANDIDATE	THIS ROUND	TOTAL	STATUS
-----	-----	-----	-----
Ray A. Ceaser	+318.00000	318.00000	CONTINUING
Josh Werner	+271.00000	271.00000	CONTINUING
Tarney Sheldon	+105.00000	105.00000	CONTINUING
James E. Philio	+102.00000	102.00000	CONTINUING
Domico Curry	+73.00000	73.00000	DEFEATED -- 1st round
EXHAUSTED PILE:	0.00000	0.00000	
TOTALS:	+869.00000	869.00000	
-- Domico Curry is declared DEFEATED because s/he has the lowest number of votes.			

ROUND 2 -- Domico Curry has been DEFEATED -- transferring all votes.

CANDIDATE	THIS ROUND	TOTAL	STATUS
Ray A. Ceaser	+25.00000	343.00000	CONTINUING
Josh Werner	+11.00000	282.00000	CONTINUING
Tarney Sheldon	+18.00000	123.00000	DEFEATED -- 2nd round
James E. Philio	+11.00000	113.00000	DEFEATED -- 2nd round
Domico Curry	-73.00000	0.00000	DEFEATED -- 1st round
EXHAUSTED PILE:	+8.00000	8.00000	
TOTALS:	0.00000	869.00000	

-- Tarney Sheldon is declared DEFEATED, as his/her defeat was mathematically inevitable.

-- James E. Philio is declared DEFEATED, as his/her defeat was mathematically inevitable.

ROUND 3 -- Transferring all votes simultaneously from all defeated candidates.

CANDIDATE	THIS ROUND	TOTAL	STATUS
Ray A. Ceaser	+112.00000	455.00000	ELECTED -- 3rd round
Josh Werner	+108.00000	390.00000	DEFEATED -- 3rd round
Tarney Sheldon	-123.00000	0.00000	DEFEATED -- 2nd round
James E. Philio	-113.00000	0.00000	DEFEATED -- 2nd round
Domico Curry	0.00000	0.00000	DEFEATED -- 1st round
EXHAUSTED PILE:	+16.00000	24.00000	
TOTALS:	0.00000	869.00000	

-- Ray A. Ceaser has been ELECTED because s/he has a majority of the remaining votes.

-- Josh Werner is declared DEFEATED, because all of the seats have been filled.

**SCSC Civil Service Commission
2023 Civil Service Commission Employee Election**

869 valid ballots.
Electing 1 candidate.
Winning threshold is 435 votes.
There were no invalid ballots.
(869 total ballots processed.)

Name	Round 1	Round 2	Round 3	--
Ray A. Ceaser	318	343	455	ELECTED -- 3rd round
Domico Curry	73	0	0	DEFEATED -- 1st round
James E. Philio	102	113	0	DEFEATED -- 2nd round
Tarney Sheldon	105	123	0	DEFEATED -- 2nd round
Josh Werner	271	282	390	DEFEATED -- 3rd round



SCHEEREEN DEDMAN
SEATTLE CITY CLERK

November 21, 2023

Subject: Civil Service Commission Employee Election Results

Dear Ray A. Ceaser,

The results of the 2023 Civil Service Commission Employee Election were certified on November 21, 2023, and you have been declared the winner.

The results were as follows:

Candidate 1: Ray A. Ceasar
Candidate 2: Domico Curry
Candidate 3: James E. Philio
Candidate 4: Tarney Sheldon
Candidate 5: Josh Werner

The full certified election results are attached. The election was conducted by Election Services Company. All employees who met eligibility requirements for voting in this election were offered both internet and mail-in voting options.

Congratulations on your successful candidacy! Andrea Scheele, Executive Director of the Civil Service Commission will be contacting you shortly to discuss orientation and onboarding.

Congratulation again, and lease do not hesitate to contact me at (206) 684-8361, or Information Services Supervisor Janet Polata at (206) 386-4087, if you have any questions.

Sincerely,

Scheereen Dedman (Nov 21, 2023 10:34 PST)

Scheereen Dedman
City Clerk

Enclosure: Certified Election Results

cc: Mayor Bruce Harrell
City Councilmembers
Civil Service Commission
Janet Polata, Information Services Supervisor, Office of the City Clerk

An equal opportunity employer
600 Fourth Avenue, Floor 3 | PO Box 94728, Seattle | Washington 98124-4728
Phone (206) 684-8344 Email CityClerk@seattle.gov

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

Year 2023
 City Depar VC000 - Civil Service Commissions Dept
 BSL - Budg All
 Fund ID Ar All

0

Values																			
Account Grouping Level One	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 Expense	Encumbrance	Available Balance	Percent Used
Expendi	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	5,196	490,767	-	145,313	77.2%
	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	17,990	23,266	256,563	-	100,050	71.9%
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	66,070	28,462	747,330	-	245,363	75.3%

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Revenues are reported as negative values

Year 2022
 City Depar VC000 - Civil Service Commissions Dept
 BSL - Budg All
 Fund ID Ar All

0

Values																			
Account Grouping Level One	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 Expense	Encumbrance	Available Balance	Percent Used
Expendi	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%
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	-	146,134	80.7%

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

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
23-01-003	LaFazia-Geraghty	HSD	11-27-2023	PR 1.3-Workplace Expectations	Suspension	1 st Prehearing TBD	CSC
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. 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.

CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
December 2023

						Appellant requested reconsideration Commission issued Order Denying Request for Reconsideration July 6, 2023.
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APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

Appeal No. <u>23-03-002</u> (Amended Case Number) Date Filed <u>4/5/2023</u>	<i>TRJ</i>
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Full Name of Appellant	Work Address
Amy Reichenbach	19901 SE Cedar Falls Rd, North Bend, WA, 98045
Residence Address	Work Telephone
██████████	206-733-9796 (work desk), 206-473-9389 (work cell)
City State Zip	Employee ID
██████████	██████████
Home/Cell Phone:	Department
██████████	Seattle Public Utilities
Email:	Job Title
██████████	Senior Environmental Analyst

1. <u>WHAT ACTION IS BEING APPEALED?</u> (CHECK ONE)	<input type="checkbox"/> Demotion (5.01A)
	<input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input type="checkbox"/> Discharge (5.01B)
	<input checked="" type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):

What Personnel rule, regulation, or provision, do you believe was violated? _____
 PR 1.1 (see attached document for further information)

<p>Reason for this appeal _____ (see attached document for further information) _____ _____</p>	<p>Remedy Sought (What do you want?): (see attached document for further information) _____ _____</p>
<p>2. UNION: If you are a member of a union, what is the name of your union? Protec17 _____ Local Number: <u>17</u></p>	<p><input type="checkbox"/> I HAVE <input checked="" type="checkbox"/> I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit. This matter <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE: Did you receive notification of your right to a timely resolution of this grievance from your Department? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome? (see attached document for further information) _____ _____ _____</p>
<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	

Please include with your appeal form the Step 3 Grievance decision of your employing department and Investigatory Report from SDHR, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

4. **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 the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: _____ Firm: _____

Address: _____ Email: _____

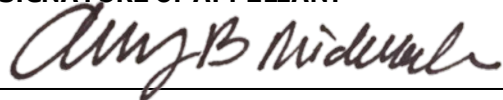
5. **APPELLANT:**

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

Mailing Address:  _____

Personal Email: amy.reichenbach@seattle.gov _____

Home/Cell Phone:  _____

SIGNATURE OF APPELLANT 	DATE 4/7/2023
SIGNATURE OF ATTORNEY OR REPRESENTATIVE: (IF FILLING OUT THIS FORM):	DATE

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

Appeal No. <u>CSC No. 23-01-003</u> CSC #23-01-004A	
Date Filed <u>9/18/2023</u> <i>SB</i> 9/18/2023 November 27, 2023	
An Appeal was filed in September before the grievance process was exhausted.	

Full Name of Appellant	Work Address
Andrea LaFazia-Geraghty	700 5th Ave, 51st floor
Residence Address	Work Telephone
[REDACTED]	2065495892
City State Zip	Employee ID
[REDACTED]	30062377
Home/Cell Phone:	Department
[REDACTED]	HSD
Email:	Job Title
[REDACTED]	Manager 3 (Fin, Budget & Acct)

1. <u>WHAT ACTION IS BEING APPEALED?</u> (CHECK ONE)	<input type="checkbox"/> Demotion (5.01A)
	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Probation <input type="checkbox"/> Discharge (5.01B)
	<input type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):

What Personnel rule, regulation, or provision, do you believe was violated? Personnel Rule 1.3

HSD Workplace expectations,

<p>Reason for this appeal I feel I am being retaliated against and harrassed and given this discipline against beacuse I didn't agree with my supervisor reclassification of my position I also think I am being treated like this because I'm multiracial</p>	<p>Remedy Sought (What do you want?): Suspension removed and an apology</p>
<p>2. UNION: If you are a member of a union, what is the name of your union? N/A Local Number: _____</p>	<p><input type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit. This matter <input type="checkbox"/> IS <input type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE: Did you receive notification of your right to a timely resolution of this grievance from your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome? I do not think I was given the employee grievance</p>
<p><input type="checkbox"/> I HAVE <input checked="" type="checkbox"/> I HAVE NOT filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	<p>procedure and I also was not informed of my Loudermill rights timely or correctly. I filed an appeal of my supervisors decision with the Dir and then was given the information for CSC.</p>

Please include with your appeal form the **Step 3 Grievance decision** of your employing department and **Investigatory Report from SDHR**, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

4. **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 the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: _____ Firm: _____

Address: _____ Email: _____

5. **APPELLANT:**

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

Mailing Address: _____

Personal Email: _____

Home/Cell Phone: _____

SIGNATURE OF APPELLANT	DATE
<u>Andrea LaFazia-Geraghty</u>	<u>9/18/2023</u>
SIGNATURE OF ATTORNEY OR REPRESENTATIVE: (IF FILLING OUT THIS FORM):	DATE
_____	_____