



# City of Seattle

## CIVIL SERVICE COMMISSIONS

### Civil Service Commission

Commissioner Mary Wideman-Williams, Chair  
Commissioner Charlene MacMillan  
Commissioner Ray Ceasar

### Staff

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

## CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

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

**DATE:** January 29, 2024

**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=m811120d4daa9c2b381c6c8bdaa0fbdb3>

### Join by meeting number

**Meeting number (access code):** 2490 859 4639 **Meeting password:** phWfEPMe324

### Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24908594639## United States Toll (Seattle)

+1-408-418-9388,,24908594639## 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 [24908594639@seattle.webex.com](mailto:24908594639@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  
January 29, 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**

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2. **ATTENDEE INTRODUCTIONS**

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3. **WELCOME NEW COMMISSIONER**  
**RAY CEASER**

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4. **PUBLIC COMMENT**

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5. **APPROVAL OF MINUTES** December 11, 2023, CSC Monthly Meeting ([Pages 3-4](#))

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6. **ACTION ITEMS** No action items at time of agenda publication

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7. **EXECUTIVE SESSION** May be cancelled if not needed  
**UPDATES/DISCUSSION** **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
  - a. Budget Update
  - b. Department Update  
**PREVIEW FEBRUARY 2024 COMMISSION BUSINESS**
  - c. Proposed-Date/Time February Meeting
  - d. Proposed-2024 Meeting Schedule ([Page 5](#))
  - e. Selection of 2024 Commission Chair (CSC Rule 2.04) ([Page 6](#))
  - f. Proposed-Land Acknowledgement Presentation (Rita Gray)  
**CASE STATUS REPORT/APPEAL UPDATES** ([Page 7](#))
  - g. Reichenbach v. SPU-CSC No. 23-03-002
  - h. LaFazia-Geraghty v. HSD-CSC No. 23-01-003

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8. **OLD/NEW BUSINESS**

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9. **ADJOURNMENT**

**Next Meeting Date: TBD**



**CITY OF SEATTLE**  
**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**SPECIAL MEETING MINUTES**  
**December 14, 2023**  
**Location: WebEx and at SMT 1679**

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| 1. | <b>CALL TO ORDER</b><br><b>LAND ACKNOWLEDGEMENT</b><br><b>INTRODUCTIONS</b> | Commission Chair Stacy Connole called to order the special meeting of the Public Safety Civil Service Commission at 10:04 am on December 14, 2023. |
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| 2. | <b>ATTENDEE INTRODUCTIONS</b> | Commissioner Connole gave attendees an opportunity to introduce themselves. The following people were present: <u>PSCSC Commissioners</u> : Joel Nark and Richard Greene. <u>Commission Staff</u> : Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. <u>Commission Counsel/ Assistant City Attorneys</u> : Joe Levan and Anne Vold. And members of the public. |
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| 3. | <b>PUBLIC COMMENT</b> | There was public comment on Rulemaking 10.03 |
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| 4. | <b>APPROVAL OF MINUTES</b> | Commissioners reviewed the minutes from the Joint Meeting with CSC and the Special Meeting of the PSCSC both held on <b><u>November 16, 2023</u></b> . Commissioner Connole moved to accept the minutes. Commissioner Greene seconded the motion. The minutes were approved as written. |
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| 5. | <b>ACTION ITEMS</b><br><br><b>EXECUTIVE SESSION</b><br><br><b>VOTE</b> | <b>PSCSC Rulemaking-10.03 Return to Eligible Register After Separation-Reinstatement Register</b> : The chair opened public comment on rulemaking at 10:23 a.m. and heard from current and former members of SFD and Local 27. Public comment closed at 10:46 a.m. <u>Executive Session began at 10:48 am</u> . The <u>Executive Session ended at 11:16 am</u> . Commissioner Greene moved to adopt the rules as recommended. Commissioner Connole seconded the motion. The rules were adopted by acclamation and will be signed by all commissioners and filed with the Office of the City Clerk.<br><br><b>2024 CHAIR NOMINATION &amp; VOTE (PSCSC 2.03)</b> : Commissioner Nark moved to nominate Commissioner Greene to serve as the 2024 PSCSC Chair. Commissioner Connole seconded the motion. The motion was approved. |
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| 6. | <b>UPDATES/DISCUSSION</b> | <ol style="list-style-type: none"><li>a. <b>Fire and Police Exam Unit</b>: Rachael Schaade, Police Exams Analyst and Yoshiko Grace Matsui, Fire Exams Analyst, gave updates on the Police and Fire Promotional exams, 2024 Development Committees, Registers, and Bibliographies.</li><li>b. <b>Fire and Police Staffing</b>: Director Scheele gave an update on the Fire and Police staffing.</li><li>c. <b>Executive Director Departmental and Budget Update</b>: Director Scheele provided the monthly department and budget update.</li><li>d. <b>Case Status Report</b>: The commission reviewed the case status report.</li></ol> |
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7. **OLD/NEW BUSINESS** **ACTION MINUTES UPDATE:** The commission reviewed the format for the commission meeting minutes.

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8. **ADJOURNMENT** Commission Chair Connole adjourned the meeting at 11:58 am

**January 25, 2024**

**Minutes submitted by:** Teresa Jacobs

**Minutes approved by:** Commissioner Richard Greene, Chair

**Signed:** \_\_\_\_\_

Monthly meetings are recorded; after January 1, 2024, they may be found at:

<https://www.youtube.com/channel/UCgIMkgpm-XFGWnnYfMRL4tQ>

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

# Memo

To: Civil Service Commissioners  
From: Teresa R. Jacobs  
Date: January 2024  
Re: 2024 Meeting Dates

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Commissioners:

Below are the CSC meeting dates through December 2024. As in the past, the Commission can accept the dates for the meetings and if conflicts arise, with proper notice, change the meeting date. If the commission decides to defer a meeting, it can be addressed prior to the meeting date. I have added alternate dates\* for commission meetings that are not being held on the third Monday due to a city holiday or during staff absences. All meetings start at 2:00 p.m., unless otherwise noted. Thank you.

**\*February 12 @ 2:30 p.m.**

**\*March 25**

**April 15**

**May 20**

**June 17**

**July 15**

**August 19**

**September 16**

**October 21**

**November 18**

**November 21-Joint Meeting @ 10:00 a.m.**

**December 16**

# **Rules of Practice and Procedure**

City of Seattle

## **CIVIL SERVICE COMMISSION**

*Adopted: May 22, 2014*

### **2.03 SELECTION OF CHAIR**

The Chair shall be elected from among the Commissioners by majority vote for a one year term. A Commissioner may serve two consecutive terms as Chair.

### **2.04 DUTIES OF THE CHAIR - The Chair:**

- A.** Shall preside over Commission meetings.
- B.** Shall rule on matters of parliamentary procedure.
- C.** Shall act as primary supervisor for the Executive Director.
- D.** May sign correspondence on behalf of the Commission.

### **2.05.1 ACTIONS OF THE CHAIR**

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

### **2.05.2 DELEGATION OF CHAIR'S DUTIES**

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.

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

**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 <sup>st</sup> Prehearing February 16	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 <sup>nd</sup> Prehearing was held October 26, 2023. Hearing TBD	CSC

**DISMISSED/CLOSED:**

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION