



# City of Seattle

## CIVIL SERVICE COMMISSIONS

### [Civil Service Commission](#)

Commissioner Charlene MacMillan, Chair

Commissioner Mary Wideman-Williams

Commissioner Ray Ceaser

### 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:** April 15, 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=mad6e6fc935b0362cccf2864228f24690>

### Join by meeting number

Meeting number (access code): **2497 338 3937** Meeting password: **JmtcSgdm878**

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

+1-206-207-1700,,24973383937## United States Toll (Seattle)

+1-408-418-9388,,24973383937## 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 [24973383937@seattle.webex.com](tel:24973383937)

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  
MEETING AGENDA  
April 15, 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. **COMMISSIONER UPDATE**

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4. **PUBLIC COMMENT**

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5. **APPROVAL OF MINUTES** February 12, 2024, CSC Special Meeting ([Pages 3-4](#))

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6. **ACTION ITEMS**

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7. **EXECUTIVE SESSION** May be cancelled if not needed  
**UPDATES/DISCUSSION** **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
  - a. Budget Update ([Page 5](#))
  - b. Department Update
  - c. Financial Interest Statements-Due April 15 ([Pages 6-7](#))  
**CASE STATUS REPORT/APPEAL UPDATES** ([Page 8 CSR](#))
  - d. Reichenbach v. SPU-CSC No. 23-03-002

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8. **OLD/NEW BUSINESS**

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9. **ADJOURNMENT**

**Next Meeting Date: May 20, 2024 @ 2:00 PM**



## CITY OF SEATTLE CIVIL SERVICE COMMISSION

### SPECIAL MEETING MINUTES

February 12, 2024

Location: Webex and SMT 1679

- 1. CALL TO ORDER  
LAND ACKNOWLEDGEMENT**

CSC Commission Chair Mary Wideman-Williams called to order the special meeting of the Civil Service Commission at 2:30 pm on February 12, 2024.

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- 2. ATTENDEE INTRODUCTIONS**

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

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- 3. PUBLIC COMMENT**

There was no Public Comment in person or in writing.

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- 4. APPROVAL OF MINUTES  
*December 11, 2023  
January 29, 2024***

Commissioners reviewed the minutes from the December 11, 2023, meeting. Commissioner MacMillan moved to accept the minutes as written, Commission Chair Mary Wideman-Williams seconded the motion. The minutes were approved by acclamation. The commissioners reviewed the January 29, 2024, meeting minutes. Commissioner Ceaser moved to accept the minutes as written, Commission Chair Wideman-Williams seconded the motion. The minutes were approved by acclamation.

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- 5. GUEST PRESENTATION**

Rita Gray, SDHR Learning Partner, gave a presentation to the commission on Land Acknowledgements-Honoring the Original People of Seattle. The commission will discuss and work on a purposeful land acknowledgement at a future meeting.

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- 6. ACTION ITEMS**

  - a. Commission Vote on Proposed-2024 Meeting Schedule  
The commission reviewed the 2024 meeting dates. Commissioner Ceaser moved to accept the meeting dates as listed. Commissioner MacMillan seconded the motion. The meeting dates were approved by acclamation.
  - b. Selection of 2024 Commission Chair (CSC Rule 2.04).  
Current Commission Chair Mary Wideman-Williams nominated Commissioner Charlene MacMillan as Chair for 2024. Commissioner Ceaser seconded the motion. Commissioner MacMillan accepted the nomination and vote to serve as 2024 CSC Chair.

#### EXECUTIVE SESSION

The commission did not go into Executive Session.

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**7. UPDATES/DISCUSSION**

**EXECUTIVE DIRECTOR DEPARTMENTAL AND BUDGET UPDATE**

- c. Budget Update: Director Scheele reported she is working with the budget analyst on the 2025/2026 budget.
- d. Departmental Update: Director Scheele gave an update on the work of the department.

**CASE STATUS REPORT:** The commission reviewed the Case Status Report. Director Scheele gave an update on the appeals of:

- e. Reichenbach v. SPU-CSC #23-01-002 and
- f. LaFazia-Geraghty v. HSD-CSC #23-01-003

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**8. OLD/NEW BUSINESS**

There was no old or new business.

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**9. ADJOURNMENT**

Commission Chair Wideman-Williams adjourned the meeting at 3:38 pm

**April 15, 2024**

**Minutes submitted by:** Teresa Jacobs

**Minutes Approved by:** Commissioner Charlene MacMillan, Chair

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

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 Mor Revenues are reported as negative values**

Year 2024  
 City Depart VC000 - Civil Service Commissions Dept  
 BSL - Budgr All  
 Fund ID Anr All

		Values																	
Account Grouping		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	Encumt	Available Balance	Percent Used
Level One	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses				
Expendi	Labor	644,162	644,162	53,335	47,946	48,143	5,562	-	-	-	-	-	-	-	-	154,985	-	489,176	24.1%
	Non-Labor	237,372	237,372	17,894	19,673	19,211	3,859	-	-	-	-	-	-	-	-	60,638	-	176,735	25.5%
<b>Grand Total</b>		<b>881,534</b>	<b>881,534</b>	<b>71,229</b>	<b>67,619</b>	<b>67,353</b>	<b>9,421</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>215,623</b>	<b>-</b>	<b>665,911</b>	<b>24.5%</b>

**Department Expenditures by Account and Mor Revenues are reported as negative values**

Year 2023  
 City Depart VC000 - Civil Service Commissions Dept  
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		Values																	
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Level One	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses				
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	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%
<b>Grand Total</b>		<b>895,020</b>	<b>992,692</b>	<b>54,241</b>	<b>57,783</b>	<b>57,077</b>	<b>56,368</b>	<b>56,087</b>	<b>68,152</b>	<b>70,674</b>	<b>91,368</b>	<b>69,797</b>	<b>71,252</b>	<b>66,145</b>	<b>89,770</b>	<b>808,713</b>	<b>-</b>	<b>183,979</b>	<b>81.5%</b>

**CITY OF SEATTLE**  
**CY2023 STATEMENT OF FINANCIAL INTERESTS – BOARDS AND COMMISSIONS**

The Seattle Ethics Code (SMC Chapter 4.16) requires certain employees and members of boards and commissions to complete a financial interest statement each year. You have been identified by your department as a board or commission member who must complete one. Please complete this form and return it, **no later than April 15, 2024**, to your department's representative. If you do not know how to contact your department's representative, send your form to the Seattle Ethics and Elections Commission (SEEC). **For help completing the form, you may request a "Frequently Asked Questions" handout from your department's representative or contact the SEEC at [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov).**

**PLEASE  
PRINT**

**BOARD or COMMISSION:** \_\_\_\_\_

**MEMBER NAME:** \_\_\_\_\_

**Definitions:**

For the purposes of this form, "immediate family" means:

- a. a spouse or domestic partner, or
- b. a parent, parent of a spouse or domestic partner, child, child of spouse or domestic partner, sibling, uncle, aunt, cousin, niece, or nephew, if that person either resides with or is a dependent on the Covered Individual's most recently filed federal income tax return.

For the purposes of completing this form, purchasing utilities is not a "transaction" or an "activity."

Please answer every question by checking the appropriate box. **If you answer "yes" to any question**, you must complete the corresponding numbered item on Page 2 of this form. Each question **refers to the period from January 1, 2023, through December 31, 2023.**

1. In 2023, did you, or any member of your immediate family, including family members employed by the City, **receive compensation** worth \$2,500 or more from any person or entity that engaged in any transaction or activity with the City?  **No**  **Yes**, please complete item 1 on Page 2.
  
2. In 2023, did you, or any member of your immediate family, have a **direct financial interest** worth \$1,500 or more in any person or entity that engaged in any transaction or activity with the City?  **No**  **Yes**, please complete item 2 on Page 2.
  
3. In 2023, did you, or any member of your immediate family, serve as an officer, director or trustee of an entity that engaged in any transaction with the City?  **No**  **Yes**, please complete item 3 on Page 2.

I certify under penalty of perjury under the laws of the State of Washington that the information provided on this page and on Page 2 and on all attached sheets is true and correct and that I have made reasonable inquiry to determine the truth, accuracy, and completeness of my responses.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signed at \_\_\_\_\_, Washington  
(City or other location must be filled in.)

**EXPLANATIONS FOR “YES” RESPONSES ON PAGE 1:** *(Use additional sheets if necessary.)* For help completing the form, you may request a “Frequently Asked Questions” handout from your department’s representative or contact the SEEC at [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov).

1. Please provide the name and address of each person or entity from which you or an immediate family member **received compensation** valued at \$2,500 or more.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please provide the name of each City agency involved in each of the above transactions or activities, if known:

\_\_\_\_\_

2. Please provide the name and address of each entity in which you or an immediate family member had a direct financial interest valued at \$1,500 or more:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please provide the name of each City agency involved in each of the above transactions or activities, if known:

\_\_\_\_\_

3. Please indicate (i) the name of the person holding the position (you or an immediate family member); (ii) the title of the office, directorship or trusteeship held; (iii) the name and address of the entity.

**Person holding the position:** \_\_\_\_\_

**Position held with entity:** \_\_\_\_\_

**Entity name:** \_\_\_\_\_

**Entity address:** \_\_\_\_\_

Please provide the name of each City agency involved in the above transaction or activity, if known:

\_\_\_\_\_

**PLEASE RETURN TO YOUR BOARD/COMMISSION REPRESENTATIVE**

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

**FILED/OPEN:**

<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>RULE/CODE</b>	<b>ISSUE</b>	<b>STATUS</b>	<b>PRESIDING</b>
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 dates TBD.	CSC

**DISMISSED/CLOSED:**

<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>RULE/CODE</b>	<b>ISSUE</b>	<b>DISPOSITION</b>	<b>DISMISSAL</b>
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.