



## CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Ray Ceaser, Chair

Commissioner Mary Wideman-Williams

Commissioner Denise Wells

## 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, December 16, 2024

**TIME** 2:00 p.m.

**LOCATION:** Hybrid meeting- In person or via Teams

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

### Teams Meeting Login:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MzQzOGJmN2UtNjBmZi00NzIxLTgyMjUtZDVkOWRjZW40OTc2%40thread.v2/0?context=%7b%22tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQzOGJmN2UtNjBmZi00NzIxLTgyMjUtZDVkOWRjZW40OTc2%40thread.v2/0?context=%7b%22tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d)

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**CITY OF SEATTLE  
CIVIL SERVICE COMMISSION  
AGENDA**

**December 16, 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. **PUBLIC COMMENT**

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4. **APPROVAL OF MINUTES**

- a. September 16, 2024, CSC Monthly Meeting
- b. October 21, 2024, Special Meeting-Retreat
- c. November 21, Joint Meeting with PSCSC

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5. **ACTION ITEMS** **2025 COMMISSION**

- d. 2025 Chair Vote
- e. 2025 Commission Meeting Schedule Discussion and Potential Vote

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**EXECUTIVE SESSION** May be cancelled if not needed

6. **UPDATES/DISCUSSION** **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**

- f. Budget Report
- g. Department Update

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**CASE STATUS REPORT/APPEAL UPDATES**

- h. Reichenbach v. SPU-CSC No. 23-03-002  
*Delegated the Office of the Hearing Examiner  
(CSC 5.08)*

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7. **OLD/NEW BUSINESS**

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8. **ADJOURNMENT** **Next Meeting Date: TBD**



**CITY OF SEATTLE**  
**CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**September 16, 2024 @ 2:00 PM**  
Location Webex and at SMT 1679

<b>1. CALL TO ORDER LAND ACKNOWLEDGEMENT</b>	Commission Chair (CSC Rule 2.05)  Commission Chair Ray Ceaser called the meeting to order at 2:00 p.m.
<b>2. ATTENDEE INTRODUCTIONS</b>	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorney: Joe Levan Not present: Commission Counsel/ Assistant City Attorney: Anne Vold.
<b>3. PUBLIC COMMENT</b>	There was no written comment, and no members of the public requested to give public comment.
<b>4. APPROVAL OF MINUTES August 19, 2024, Monthly Meeting</b>	Commissioners reviewed the minutes from the August 19, 2024, meeting. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Ceaser seconded the motion. The minutes were approved by acclamation.
<b>5. ACTION ITEMS</b>	There were no action items.
<b>EXECUTIVE SESSION</b>	The commission did not go into Executive Session.
<b>6. UPDATES/DISCUSSION</b>	<ol style="list-style-type: none"><li><b>1. NEW MEETING FORMAT “TOWN HALL” INTRO-</b> Andrea Scheele, Robby Pennington (SIT)<ol style="list-style-type: none"><li>a. Webinar/Teams Town Hall Basics</li><li>b. Public Comment – Email and in-person</li></ol></li> <li><b>2. RETREAT TOPIC:</b> The commission agreed to cancel the regular CSC meeting in October and hold a special meeting (retreat) on October 21 at 12:30 pm until 3:30 pm.  Commissioner Wideman-Williams moved to cancel the meeting and schedule a special meeting on October 21. Commissioner Ceaser seconded the motion. The motion was approved.</li> <li><b>3. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b><ol style="list-style-type: none"><li>b. Commissioner Appointment Update</li><li>c. Budget Report</li><li>d. Department Update</li></ol></li></ol>

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**4. CASE STATUS REPORT/APEAL UPDATES**

d. Reichenbach v. SPU-CSC No. 23-03-002, Delegated  
to the Office of the Hearing Examiner (CSC 5.08)

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**7. OLD/NEW BUSINESS**

There was no old/new business.

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**8. ADJOURNMENT**

The meeting ended at 2:52 p.m.

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Minutes submitted **December 16, 2024**, by: Teresa Jacobs

Minutes  Approved  Amended

**December 16, 2024**, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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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>



**CITY OF SEATTLE**  
**CIVIL SERVICE COMMISSION**  
**Special Meeting Minutes (Retreat)**  
**October 21, 2024 @ 12:30 PM**  
Location Webex and at SMT 1679

<b>1. CALL TO ORDER LAND ACKNOWLEDGEMENT</b>	Commission Chair (CSC Rule 2.05)  Andrea Scheele, Executive Director called the retreat to order at 12:30 p.m.
<b>2. ATTENDEE INTRODUCTIONS</b>	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser, Mary Wideman-Williams, and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan, Anne Vold, and Aaron Valla. Facilitator: Sallie Berry, Talent Management Manager, People & Culture, SDOT.
<b>3. PUBLIC COMMENT</b>	There was no written comment, and no members of the public requested to give public comment.
<b>4. WELCOMING AND CENTERING ACTIVITY</b>	Sallie Berry, Facilitator
<b>5. CIV DEPARTMENT OVERVIEW: NOW AND FUTURE</b>	Andrea Scheele, Executive Director
<b>6. RETROSPECTIVE: CIVIL SERVICE COMMISSION AND DEPARTMENT</b>	Sarah Butler, Operations and Policy Advisor
<b>7. CIVIL SERVICE COMMISSION NUTS AND BOLTS</b>	Joe Levan and Aaron Valla, Assistant City Attorneys <ul style="list-style-type: none"><li>• PRA</li><li>• OPMA</li><li>• Parliamentary Basics</li><li>• Rules of Practice and Procedure</li></ul>
<b>8. OPEN DISCUSSION/FINAL THOUGHTS</b>	
<b>9. ADJOURNMENT</b>	The retreat ended at 4:10 p.m.

Minutes submitted **December 16, 2024**, by: Teresa Jacobs

Minutes  Approved  Amended  
**December 16, 2024**, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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**CITY OF SEATTLE**  
**JOINT MEETING OF THE PUBLIC SAFETY AND CIVIL SERVICE COMMISSIONS**  
**SPECIAL MEETING MINUTES**  
**November 21, 2024**  
**Location: Teams and at SMT 1679**

- 1. CALL TO ORDER** PSCSC Commission Chair Richard Greene and CSC Commission Chair  
**LAND ACKNOWLEDGEMENT** Ray Ceaser called to order the joint special meeting of the Public  
Safety Civil Service Commission and Civil Service Commission at 10:00  
am on November 21, 2024.

**PUBLIC COMMENT**  
There was no Public Comment in person or in writing.

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**ATTENDEES/INTRODUCTIONS** The Chairs gave attendees an opportunity to introduce themselves.  
The following people were present: PSCSC Commissioners: Stacy  
Connole and Tom Applegate. CSC Commissioners: Mary Wideman-  
Williams and Denise Wells. Commission Staff: Andrea Scheele,  
Executive Director, Sarah Butler, Operations & Policy Advisor, Mike  
Nelson, Public Safety Exams Manager, and Teresa Jacobs, Executive  
Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan  
and Anne Vold. And members of the public.

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- 2. DISCUSSION/ACTION ITEMS** **EXECUTIVE DIRECTOR**

  - a. Performance Evaluation Feedback
  - b. Merit Days Award
  - c. Annual Wage Increase

**EXECUTIVE SESSION** The Executive Session began at 10:43am. The Executive Session  
ended at 10:41 am. The Executive Session was extended at 10:43 am.  
The Executive Session ended at 10:58 am.

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- 3. VOTE** Merit Days: Commissioner Ceaser moved to award 6 Merit Days to  
Director Scheele. Commissioner Wideman-Williams seconded the  
motion. The motion passed. Annual Wage Increase: Commissioner  
Ceaser moved to approve the AWI for Director Scheele.  
Commissioner Connole seconded the motion.  
The commission proactively approved the AWI for the maximum  
adopted by the Mayor and City Council for 2025.

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

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- 5. ADJOURNMENT** Commission Chairs Ceaser and Greene adjourned the meeting at  
11:08 am

Minutes submitted by: Teresa Jacobs

Minutes  Approved  Amended  
**December 16, 2024,** by: CSC

Signed by  
CSC Commission Chair, Ray Ceaser

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Minutes  Approved  Amended  
**January, 2024,** by: PSCSC

PSCSC Commission Chair, Richard Greene

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**CITY OF SEATTLE  
CIVIL SERVICE COMMISSION  
RULES OF PRACTICE AND PROCEDURE**

**ADOPTED: MAY 21, 2014**

**2.04 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.

**2.05 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.

# Memo

To: Civil Service Commissioners and Staff

From: Teresa R. Jacobs <sup>TRJ</sup>

Date: December 2024

Re: 2025 Meeting Dates

Below are the scheduled CSC meeting dates through December 2025. The Commission may accept these dates for meetings, and if conflicts arise, the dates can be adjusted with proper notice. If the Commission decides to defer a meeting, it can be addressed in advance of the scheduled date.

Alternate dates\* have been included for meetings that fall on a city holiday or the hearing room will be occupied for a PSCSC Hearing or Public Safety Exams.

All meetings are scheduled to start at 2:00 p.m., unless otherwise noted. Thank you.

<p><b>January 20</b> MLK, Jr. Day</p> <p>Alt Dates: *January 6, or 13, 27</p>	<p><b>February 17</b> Presidents' Day</p> <p>Alt Dates: *February 3, 10, 24</p>	<p><b>March 17</b></p>	<p><b>April 21</b> PSCSC Hearing</p> <p>Alt Dates: April 7, 14, 28</p>	<p><b>May 19</b> Fire Oral Boards</p> <p>Alt Date: May 12</p>	<p><b>June 16</b></p>
<p><b>July 21</b></p>	<p><b>August 18</b></p>	<p><b>September 15</b> Fireboat Practical Protest Period</p> <p>Alt Dates: *September 8, 22, 29</p>	<p><b>October 20</b></p>	<p><b>November 17</b>  <b>November 20</b> Joint Meeting with PSCSC</p>	<p><b>December 15</b></p>

Stay informed of Open Public Meetings Act and a general overview of the Washington State Open Public Meetings Act (OPMA) as applied to local government agencies, including checklists and tips located on MRSC's website:

<https://mrsc.org/explore-topics/public-meetings/opma/open-public-meetings-act-basics>

2024

Department Expenditures by Account and Month		Revenues are reported as negative values												Version 8.1					
Year	2024																		
City Department ID And Name	VC000 - Civil Service Commissions Dept																		
BSL - Budget Program - Master Project - Detail Proj	All																		
Fund ID And Name	All																		
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 Expenses	Encumbrances	Available Balance	Percent Used
⊗ Expenditures	⊗ Labor	644,162	708,750	53,335	47,946	48,143	49,343	52,067	51,829	116,883	51,817	50,688	51,287	53,787	(6,956)	620,167	-	88,582	87.5%
	⊗ Non-Labor	237,372	332,372	17,894	19,673	19,211	20,357	18,884	19,017	19,517	26,806	21,075	19,539	48,832	14,603	265,409	-	66,968	79.9%
<b>Grand Total</b>		<b>881,534</b>	<b>1,041,122</b>	<b>71,229</b>	<b>67,619</b>	<b>67,353</b>	<b>69,699</b>	<b>70,952</b>	<b>70,846</b>	<b>136,400</b>	<b>78,623</b>	<b>71,763</b>	<b>70,826</b>	<b>102,619</b>	<b>7,647</b>	<b>885,577</b>	<b>-</b>	<b>155,545</b>	<b>85.1%</b>

2023

Department Expenditures by Account and Month		Revenues are reported as negative values												Version 8.1					
Year	2023																		
City Department ID And Name	VC000 - Civil Service Commissions Dept																		
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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 Expenses	Encumbrances	Available Balance	Percent Used
⊗ Expenditures	⊗ 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>

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

**FILED/OPEN:**

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
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.	June 2024- Appeal delegated to the Office of the Hearing Examiner. November 2024-Parties in settlement negotiations.	OHE

**DISMISSED/CLOSED:**

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