



# 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:** Monday, May 20, 2024

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

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

**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.

#### Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=mfffe5cd5d995e82247c8c7d55d230c4a>

#### Join by meeting number

Meeting number (access code): 2484 723 9164 Meeting password: 3JZbXPKB4M5

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

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[Civil Service Commission - Civil Service Commission | seattle.gov](#)



**CITY OF SEATTLE**  
**CIVIL SERVICE COMMISSION**  
**AGENDA- Amended**  
**May 20, 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** April 15, 2024, CSC Special Meeting

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5. **COMMISSIONER UPDATE**

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6. **ACTION ITEMS** Chair Nomination and Vote (CSC 2.03)

**CASE STATUS REPORT/APPEAL UPDATES**

**Reichenbach v. SPU-CSC No. 23-03-002**

Vote to Delegate Motion to Dismiss and further proceedings, if any to the Seattle Office of the Hearing Examiner (CSC 5.08)

**EXECUTIVE SESSION**

May be cancelled if not needed

7. **UPDATES/DISCUSSION**

**EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**

- a. Budget Update
  - b. Department Update
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8. **OLD/NEW BUSINESS**

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9. **ADJOURNMENT** Next Meeting Date: June 17, 2024 @ 2:00 PM



**CITY OF SEATTLE CIVIL SERVICE COMMISSION**  
**MEETING MINUTES-April 15, 2024**  
**Location: Webex and SMT 1679**

**1. CALL TO ORDER**

CSC Commission Chair Charlene MacMillan called to order the special meeting of the Civil Service Commission at 2:07 p.m. on April 15, 2024.

**LAND ACKNOWLEDGEMENT**

Executive Director Andrea Scheele read the land acknowledgement she penned honoring the Duwamish people and the land we inhabit.

**2. ATTENDEE INTRODUCTIONS**

Chair MacMillan gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser and Mary Wideman-Williams. 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.

**3. PUBLIC COMMENT**

There was no Public Comment in person or in writing.

**4. APPROVAL OF MINUTES**  
***February 12, 2024***

Commissioners reviewed the minutes from the February 12, 2024, special meeting. Commissioner Wideman-Williams moved to accept the minutes as written. Commissioner Ceaser seconded the motion. The minutes were approved by acclamation.

**5. ACTION ITEMS**

There were no action items.

**EXECUTIVE SESSION**

The commission did not go into Executive Session.

**6. UPDATES/DISCUSSION**

**EXECUTIVE DIRECTOR DEPARTMENTAL AND BUDGET UPDATE**

- a. Budget Update: Director Scheele gave an update on the budget.
- b. Departmental Update: Director Scheele gave an update on the work of the department.
- c. Financial Interest Statements: Teresa Jacobs, Executive Assistant notified the commission that all statements were returned on time and CIV is 100% compliant.

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

- d. Reichenbach v. SPU-CSC #23-01-002 and

**7. OLD/NEW BUSINESS**

There was no old or new business.

**8. ADJOURNMENT**

Commission Chair MacMillan adjourned the meeting at 2:26 pm

Minutes submitted **May 20, 2024**, by: Teresa

Jacobs Minutes  Approved  Amended

Signed by CSC Commission Chair,

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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>

# **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)  
May 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.

**CIV Department Expenditures by Account and Month- 2023-24**

Year 2024  
 City Depart VC000 - Civil Service Commissions Dept  
 BSL - Budget All  
 Fund ID Anc All

Version 8.1

Values																		
Account																		
Account Grouping	Account Grouping Level	Adopted	Revised	01 -	02 -	03 -	04 -	05 -	06 -	07 -	08 -	09 -	10 -	11 -	12 -	YTD Expenses	Available Balance	Percent Used
Level One	Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses			
Expendit	Labor	644,162	644,162	53,335	47,946	48,143	49,343	5,562	-	-	-	-	-	-	-	204,328	439,834	31.7%
	Non-Labor	237,372	237,372	17,894	19,673	19,211	20,357	14,254	-	-	-	-	-	-	-	91,389	145,983	38.5%
<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>69,699</b>	<b>19,816</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>295,718</b>	<b>585,817</b>	<b>33.5%</b>

Year 2023  
 City Depart VC000 - Civil Service Commissions Dept  
 BSL - Budget All  
 Fund ID Anc All

0

Values																		
Account																		
Account Grouping	Account Grouping Level	Adopted	Revised	01 -	02 -	03 -	04 -	05 -	06 -	07 -	08 -	09 -	10 -	11 -	12 -	YTD Expenses	Available Balance	Percent Used
Level One	Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses			
Expendit	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>183,979</b>	<b>81.5%</b>