



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Ray Ceaser, Chair

Commissioner Mary Wideman-Williams

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, September 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_ZTNINzVmZGUtMGVI0C00NTNjLTg2ZWEtNTM3NDAxMGY4Yjk1%40thead.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d

Subscribe to receive CSC Meeting Agendas, Notices, and News:

[City of Seattle, Washington \(govdelivery.com\)](http://www.seattle.gov/CivilServiceCommissions/)



CITY OF SEATTLE
CIVIL SERVICE COMMISSION
AGENDA

September 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

2. **ATTENDEE INTRODUCTIONS**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES** August 19, 2024, CSC Monthly Meeting

5. **ACTION ITEMS**

6. **EXECUTIVE SESSION** May be cancelled if not needed
UPDATES/DISCUSSION
 1. **NEW MEETING FORMAT “TOWN HALL” INTRO-Andrea Scheele, Robby Pennington (SIT)**
 - a. Webinar/Teams Town Hall Basics
 - b. Public Comment – Email and in-person
 2. **RETREAT TOPICS**
 3. **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
 - b. Commissioner Appointment Update
 - c. Budget Report
 - d. Department Update
 4. **CASE STATUS REPORT/APPEAL UPDATES**
 - d. Reichenbach v. SPU-CSC No. 23-03-002, *Delegated to the Office of the Hearing Examiner (CSC 5.08)*

7. **OLD/NEW BUSINESS**

8. **ADJOURNMENT** Next Meeting Date: October 21, 2024 @ 2:00 PM



CITY OF SEATTLE
CIVIL SERVICE COMMISSION
Meeting Minutes
August 19, 2024 @ 2:00 PM
Location Webex and at SMT 1679

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Due to technical difficulties with the A/V in SMT 1679. Commission Chair Ray Ceaser called the meeting to order at 2:29 p.m.
2.	ATTENDEE INTRODUCTIONS	Chair Ceaser gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioners: Ray Ceaser and Mary Wideman-Williams. Commission Staff: Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Denise Wells, Potential Council appointee to the Civil Service Commission. Not present: Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold.
3.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
4.	APPROVAL OF MINUTES June 17, 2024, Monthly Meeting	Commissioners reviewed the minutes from the June 17, 2024, 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	RETREAT TOPICS EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES a. Commissioner Appointment Update b. Budget Update c. Department Update CASE STATUS REPORT/APPEAL UPDATES d. Reichenbach v. SPU-CSC No. 23-03-002 This appeal has been delegated to the Office of the Hearing Examiner (CSC Rule 5.08)
7.	OLD/NEW BUSINESS	There was no old/new business.
8.	ADJOURNMENT	Due to technical issues, the meeting ended at 2:36 p.m.

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

Minutes Approved Amended
September 16, 2024, by: CSC

Signed by CSC Commission Chair, Ray Ceaser

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>

4. Do you have topic suggestions for next year's event?

4 Responses

ID ↑	Name	Responses
1	Charlene MacMillan	Perhaps a deep dive into writing decisions.
2	Joe Levan	As I presume occurred for this retreat, input from the Commissioners about topics that they are most interested in is key in setting the topics for the next retreat.
3	Joshua Werner	I liked the event and am looking forward to it next year. Last year and this year were balanced well with really good info from the personnel (and) personal level; and with content related to the work.
4	Commissioner.Mary Wideman-Williams	Perhaps next year's retreat could be more of a facilitated working session where we brainstorm outreach strategies or practice a mock appeal.

Civil Service Commissions (CIV)
Budget Report
September 2024

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 Project 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	5,562	-	-	-	476,924	-	231,826	67.3%
	Non-Labor	237,372	332,372	17,894	19,673	19,211	20,357	18,884	19,017	19,517	26,806	16,537	-	-	-	177,897	-	154,476	53.5%
Grand Total		881,534	1,041,122	71,229	67,619	67,353	69,699	70,952	70,846	136,400	78,623	22,099	-	-	-	654,821	-	386,302	62.9%

2023

Year	2023																			Version 8.1
City Department ID And Name	VC000 - Civil Service Commissions Dept																			
BSL - Budget Program - Master Project - Detail Project 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	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%	
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	66,145	89,770	808,713	-	183,979	81.5%	

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
September 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.	2 nd Prehearing was held October 26, 2023. At the May 20, 2024, meeting, the commission voted to delegate the appellant's appeal to the OHE.	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.