



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Ray Ceaser, Chair

Commissioner Mary Wideman-Williams

Commissioner Denise Wells

CIVIL SERVICE COMMISSION

*MEETING AGENDA

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

DATE: Monday, January 13, 2025

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_YTk4ZjhjZTQtODAwNy00MGY5LWFkZTQtMTdhMTBmNWZjMW E5%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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<https://www.seattle.gov/civil-service-commission>



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
AGENDA**

January 13, 2025 @ 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. **CIV DEPARTMENT AND CSC OVERVIEW** Executive Director Andrea Scheele

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES** December 16, 2024, CSC Monthly Meeting

6. **ACTION ITEMS** CSC 2025 Proposed Meeting Dates for Discussion and Possible Vote

EXECUTIVE SESSION May be cancelled if not needed

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

- a. 2025 Outreach, *Sarah Butler, Operations and Policy Advisor*
- b. Budget Report
- c. Department Update

CASE STATUS REPORT/APPEAL UPDATES

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

8. **OLD/NEW BUSINESS**

9. **ADJOURNMENT** **Next Meeting Date: February 10, 2025 @ 2:00 PM**



CITY OF SEATTLE
CIVIL SERVICE COMMISSION
Meeting Minutes for December 16, 2024 @ 2:00 PM (Monthly Meeting)
Location Webex and at SMT 1679

- | | |
|---|---|
| 1. CALL TO ORDER
LAND ACKNOWLEDGEMENT | Commission Chair (CSC Rule 2.05)

Commission Chair Ray Ceaser called the meeting to order at 2:02 p.m. |
| 2. ATTENDEE INTRODUCTIONS | 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. |
| 3. PUBLIC COMMENT | There was no written comment, and no members of the public requested to give public comment. |
| 4. APPROVAL OF MINUTES
a. September 16, 2024,
CSC Monthly Meeting

b. October 21, 2024,
Special Meeting-Retreat

c. November 21, 2024
Joint Meeting with PSCSC | Commissioners reviewed the minutes from the September 16, 2024 , meeting. Commissioner Ceaser moved to accept the minutes as written. Commissioner Wideman-Williams seconded the motion. The minutes were approved by acclamation. Commissioners reviewed the minutes from the October 21, 2024, Retreat and November 21, 2024, Joint Meeting with PSCSC . The minutes were approved by acclamation. |
| 5. ACTION ITEMS | 2025 COMMISSION
d. 2025 Chair Vote -Commissioner Wideman-Williams moved to nominate Commissioner Ceaser to a second term as Chair. Commissioner Wells seconded the motion. Chair Ceaser accepted the nomination. The motion was approved.

e. 2025 Commission Meeting Schedule Discussion and Potential Vote -The commission will review proposed dates at its next meeting in January. Commissioner Wells moved to hold the next meeting on January 13, 2025, at 2:00 p.m. Commissioner Wideman-Williams seconded the motion. The motion passed. |
| EXECUTIVE SESSION | The commission did not go into Executive Session. |

6. UPDATES/DISCUSSION

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- f. Budget Report
- g. Department Update

CASE STATUS REPORT/APPEAL UPDATES

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

7. OLD/NEW BUSINESS

There was no old/new business.

8. ADJOURNMENT

The meeting ended at 2:39 p.m.

Minutes submitted **January 13, 2025**, by: Teresa Jacobs

Minutes Approved Amended
January 13, 2025, 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>

Memo

To: Civil Service Commissioners and Staff
 From: Teresa R. Jacobs
 Date: January 2025
 Re: 2025 Meeting Dates

Below are the scheduled CSC meeting dates for the second Mondays through December 2025:

Dates in **green**: These are second Mondays when the commission can choose to schedule a meeting, as the hearing room or City Hall Boards & Commission room is available.

Alternate dates are provided for meeting dates that fall on a city holiday or when the hearing room is occupied for a PSCSC Hearing or Public Safety Exams.

This calendar will be included in the January 13 meeting packet for commissioners to review the alternate dates and vote to approve the final schedule through 2025. Thank you.

January 13 CIV 1679	February 10 B&C Room City Hall	March 10 B&C Room City Hall	April 14 CIV 1679	May 12 CIV 1679	June 9 B&C Room City Hall
July 14 CIV 1679	August 11 CIV 1679	September 8 CIV 1679	October 13 Indigenous People's Day Alt Dates: 6, 20, 27	November 10 November 20 Joint Meeting with PSCSC	December 8 CIV 1679

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>

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
January 2025**

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 were in settlement negotiations. Third prehearing scheduled for February 4, 2025.	OHE

**BEFORE THE HEARING EXAMINER
CITY OF SEATTLE**

AMY REICHENBACH

Hearing Examiner File:
CSC-23-03-002

Appellant,

v.

SEATTLE PUBLIC UTILITIES

**NOTICE OF THIRD
PREHEARING
CONFERENCE**

Respondent,

The Hearing Examiner Rules (HER 3.07) provide for a prehearing conference to consider issue identification, clarification and simplification, witness and exhibit disclosures, motions, and other matters.

A prehearing conference shall be held on Tuesday, **February 4, 2024, beginning at 10:00 a.m.** by Zoom. Each party must have a representative in attendance. The parties should bring their calendars, and be prepared to discuss deadlines, witness availability, and other scheduling matters.

Entered December 13, 2024.

/s/ Ryan Vancil
Ryan P. Vancil, Hearing Examiner

CERTIFICATE OF SERVICE

I certify under penalty of perjury under the laws of the State of Washington that on this date I sent true and correct copies of the attached **NOTICE OF THIRD PREHEARING CONFERENCE** to each person listed below, or on the attached mailing list, in the matter of **AMY REICHENBACH v. SEATTLE PUBLIC UTILITIES**. Hearing Examiner File: **CSC-23-03-002** in the manner indicated.

Party	Method of Service
Authorized Representative Judith Lonquist lojal@aol.com	E-mail
Respondent/Department Legal Counsel SPU Deborah Fiander Deborah.Fiander@seattle.gov	E-mail

Dated: December 13, 2024.

/s/ Angela Oberhansly
Angela Oberhansly, Legal Assistant