



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

February 24, 2020
Civil Service Commission
Special Meeting*
Approved: May 18, 2020

Call to Order: Commission Chair Amy Bonfrisco called the special meeting to order at 10:00 am. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Gary Smith, Assistant City Attorney

Not in Attendance:

Teresa R. Jacobs, Administrative Staff Assistant

Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:

The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.

PUBLIC COMMENT: No one signed up to speak

- 1. Open Public Meetings Act Training-Gary Smith, ACA:** Assistant City Attorney Gary Smith conducted OPMA training for the commissioners. Commissioners are required to receive the training at intervals of no longer than four years.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 386-1301, Fax: (206) 684-0755, <http://www.seattle.gov>

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2. Approval of Minutes:

- **December 19, 2019-Special Joint Meeting of the CSC & PSCSC:** The Commission reviewed the minutes of the December 19, 2019 Special Joint Meeting of the CSC & PSCSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **December 19, 2019-Special Meeting of the CSC:** The Commission reviewed the minutes of the December 19, 2019 Special Meeting of the CSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.
- **January 22, 2020-Joint Meeting of the CSC & PSCSC:** The Commission reviewed the minutes of the January 22, 2020 Special Joint Meeting of the CSC & PSCSC. Commissioner Davis moved to accept the minutes as written, Commission Chair Bonfrisco seconded the motion. The minutes were approved by acclamation and signed by the chair.

3. **Executive Director Council Appointment Update-Teresa Chen, Assistant City Attorney:** Teresa Chen, Assistant City Attorney, gave an update on the appointment of Ms. Scheele as permanent Executive Director. On January 22nd, the PSCSC and CSC at its joint meeting approved the permanent appointment of Ms. Scheele. The interim position Ms. Scheele is currently in will be renewed for 120 days due to the pending formation of the City Council Committee. The Executive Director appears before the committee before moving forward to the full City Council for confirmation. Ms. Scheele is working with Council staff to schedule to appear before the committee. Commissioner Davis moved to renew the appointment of the Interim Executive Director. Commission Chair Bonfrisco seconded the motion. The motion was approved.

4. 2020 Commission

- **Chair selection:** Commissioner Davis moved for Commissioner Bonfrisco to serve a second term as the CSCC Chair. Commissioner Wideman-Williams seconded the motion. The motion was approved.
- **Meeting Schedule:** Commissioner Davis requested the commission consider moving the Commission meetings due to conflicts with her schedule on Wednesdays; the current regular meeting schedule. Commissioner Bonfrisco moved to hold a Special meeting on March 30th at 2:00 pm and meetings thereafter will be held on the third Monday at 2:00 pm. The motion was approved. Commissioner Wideman-Williams waived written notice of the meeting. ~ RCW 42.30.080

5. Executive Director Report:

- **Hearing Room IT Project Update:** Ms. Scheele reported the Hearing room audio/video project is near completion.
- **Budget:** The commission reviewed the budget report. Ms. Scheele gave background on the surplus funds that could possibly remain at the end of the year. The commission inquired about commission staff trainings and development and stated they were supportive of staff seeking development trainings. Commissioner Wideman-Williams suggested a budget planning exercise to identify the areas that the commission would use budget funds to cover for space planning, purchasing, administrative needs or trainings. Ms. Scheele stated staff will meet to the put together department work plan and she will add it to the plan and provide information to the commission.
- **Guest Speakers:** Ms. Scheele presented a list of potential speakers to invite to the commission.

Departmental Work Update:

- **Survey:** Commissioners Bonfrisco and Davis provided a background on the purpose of the survey. Commissioner Davis suggested the department explore hiring an intern to work on the data results of the survey.
- **New Employee Orientation:** Ms. Scheele reported she presented at the January New Employee Orientation and she is receiving feedback from the facilitator.
- **Biannual Report:** Ms. Scheele stated staff will include on the workplan developing a biannual report. Ms. Davis stated that would also be a project an intern could provide for the commission.
- **PSCSC:** Ms. Scheele reported she is currently working with the Fire and Police Exams Analysts on Fire and Police lateral and entry level exams. She also reported that she developed a workgroup for the Veteran's Preference Rulemaking and is also working on the Service Preference Points and in communication about the issue with the Community Police Commission.

Case Status Report/Appeals Update: There are no new appeals.

6. Old/New Business: No Old/New business.

Adjourn: All other business before the Commission having been considered, Commission Chair Bonfrisco adjourned the meeting at approximately 12:00 pm

Respectfully Submitted By:

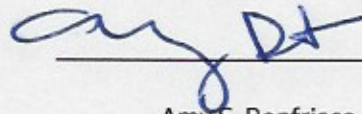
/s/ Teresa R. Jacobs 5/18/2020

/s/ Amy S. Bonfrisco 5/18/2020

Teresa R. Jacobs

Date: 5-19-2020

Teresa R. Jacobs
Administrative Staff Assistant

 Date: 5/18/2020

Amy S. Bonfrisco
Commission Chair

*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>