



CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Charlene MacMillan
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Sarah Butler, Operations & Policy Analyst
Teresa R. Jacobs, Executive Assistant

June 12, 2023
Civil Service Commission Special Meeting Minutes
Approved: July 17, 2023

1. CALL TO ORDER:

Commission Chair Mary Wideman-Williams called the meeting to order at 2:03 pm. The meeting was held via WebEx and in person in the Commission's Hearing Room 1679 at SMT.

2. LAND ACKNOWLEDGEMENT:

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*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.*

3. INTRODUCTIONS

Commission: Commission Chair Mary Wideman-Williams, Commissioner Joshua Werner

Staff & Counsel: Andrea Scheele, Executive Director; Joe Levan, Assistant City Attorney; Sarah Butler, Operations & Policy Analyst; and Teresa Jacobs, Executive Assistant.

Guests: Rogers Matayoshi, Employee Labor Relations, SPU, and Brett Rogers.

4. PUBLIC COMMENT: There was no public comment written or in person.

5. APPROVAL OF MEETING MINUTES May 15, 2023- CSC Monthly Meeting:

Commissioner Werner moved to accept the minutes as written. Commission Chair Wideman-Williams seconded the motion. The motion passed unanimously. The minutes

for CSC monthly meeting on May 15, 2023, were approved.

6. **CASE STATUS REPORT and APPEALS UPDATE**

Director Scheele informed the commission of the current open appeals. The commission reviewed the case status report.

Reichenbach v. SPU, CSC 23-03-002: Director Scheele reported that an appeal had been filed by Ms. Reichenbach. Director Scheele stated that she reviewed Ms. Reichenbach's appeal and determined that the allegations of violation of City personnel rules was within the jurisdiction of the CSC. Director Scheele said she anticipated that a new commissioner would join the CSC and there would be a three-person panel. The commission could decide on whether they would be ready to hear the appeal after the first prehearing conference for which Director Scheele would preside.

Rogers v. SDOT, CSC No. 23-01-001: Director Scheele reported Mr. Rogers filed a review of the Executive Director's decision. The commission affirmed the Director's decision at the May 15th meeting. Director Scheele reported that Mr. Rogers has since filed a Motion for Reconsideration.

7. **EXECUTIVE DIRECTOR REPORT**

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **Operations and Policy**

Analyst: Director Scheele welcomed Sarah Butler to the CIV staff and reported on Sarah's projects which include the development of an outreach program for employees in the Civil Service and Public Safety Civil Service, planning for the Civil Service and Public Safety Civil Service elections in November, and she will also support the Fire and Police Exams Unit in analyzing its processes to ensure there is no adverse impact on employees related to their membership in protected classes. **Budget:** Director Scheele informed the commission that the 2024 departmental budget has been submitted and she is currently working on the 2025 budget. **PSCSC: Exams:** Director Scheele informed the commission that staff continues working with the exam unit on hiring and promotional exams with the Seattle Police and Fire Departments.

8. **OLD/NEW BUSINESS** (This item was taken out of order): Executive Assistant Teresa Jacobs reported that the commission's monthly meetings are scheduled through the end of the year and the only meeting left to schedule is the joint meeting with the Public Safety Civil Service Commission. Ms. Jacobs proposed holding the meeting on November 16 at 11:00 am. The commissions would go into Executive Session to discuss the Executive Director's

Merit leave and Annual Review. Chair Wideman-Williams and Commissioner Werner both stated that their schedules would accommodate the joint meeting. **Mid-Year Review Check-in:** Chair Wideman-Williams announced that she and PSCSC Chair Stacy Connole had a mid-year review check-in with Executive Director Scheele with reflection on the past year's annual review goals and targets for the remainder of the year. Chair Wideman-Williams stated it was a really good conversation and would prepare the commissions to have a robust discussion at the November joint meeting.

9. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission went into Executive Session at 2:25 pm. The Executive Session ended at 2:36 pm.

10. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:37pm.

Respectfully submitted on **July 17, 2023**, for the CSC:

Teresa R. Jacobs
Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams
Mary Wideman-Williams, Chair