



City of Seattle

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 Advisor
Teresa R. Jacobs, Executive Assistant

September 18, 2023
Civil Service Commission Meeting Minutes
Approved: October 16, 2023

1. **CALL TO ORDER:**

Commission Chair Mary Wideman-Williams called the meeting to order at 2:00 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

Not Present: Commissioner Charlene MacMillan

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

Guests: Assistant City Attorneys Anne Vold, Kathryn Childers, and Sarah E. Tilstra.

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

5. **APPROVAL OF MEETING MINUTES July 17, 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 July 20, 2023, were approved.

6. **NOVEMBER 2023 CIVIL SERVICE ELECTION UPDATE:** Director Scheele gave an update on the Civil Service and Public Safety Civil Service Election for the employee elected commissioner position. Ms. Scheele announced the information sessions were underway and thanked the commissioners for their participation in the sessions. Ms. Scheele notified the commission that postcards were mailed to eligible voters. The election will be held the first week of November and results are expected by November 17th.

7. **SAVE THE DATE: 42ND ANNUAL CIVIL SERVICE CONFERENCE:** Ms. Scheele notified the commission that the Civil Service Conference will be held virtually October 24th through 26th.

8. **COMMISSION RETREAT:** The CSC commission and staff will hold its annual retreat at SMT on October 2nd. Ms. Scheele notified the commission that the agenda is being finalized.

9. **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 the first prehearing conference for which she would preside has been rescheduled for October 6th.

Sivage v. SDOT, CSC 22-01-014: Director Scheele reported the appeal was delegated to the Office of the Hearing Examiner (OHE). The OHE notified the commission that Ms. Sivage withdrew her appeal, and it was dismissed.

Clemons v. SDOT, CSC 22-01-015: Director Scheele reported that this appeal was dismissed by CSC and referred to the Seattle Office of Civil Rights (SOCR).

10. **EXECUTIVE DIRECTOR REPORT**
Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **PSCSC Exams:** Director Scheele informed the commission that staff has ongoing work with the exam unit on hiring and promotional exams with the Seattle Police and Fire Departments. **Budget:** Director Scheele shared she is working on the 2024-2025 budget. There was a possible

inconsistency in the labor expenditures of the department. Ms. Scheele reported she would find out and return with information.

11. **OLD/NEW BUSINESS**: There was no old/new business.
12. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)**: The commission did not go into executive session.
13. **ADJOURN**: All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:26pm.

Respectfully submitted on **October 16, 2023**, for the CSC:

Teresa R. Jacobs

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams

Mary Wideman-Williams, Chair