



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commissioner Mary Wideman-Williams, Chair
Commissioner Charlene MacMillan
Commissioner Ray Ceaser

Staff

Andrea Scheele, Executive Director
Sarah Butler, Operations & Policy Advisor
Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

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

DATE: January 29, 2024

TIME 2:00 p.m.

LOCATION: Hybrid meeting- In person or via Webex

In Person: Seattle Municipal Tower, 700 5th Ave #1679, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to the Commission Hearing Room.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m811120d4daa9c2b381c6c8bdaa0fbdb3>

Join by meeting number

Meeting number (access code): 2490 859 4639 **Meeting password:** phWfEPMe324

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24908594639## United States Toll (Seattle)

+1-408-418-9388,,24908594639## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial 24908594639@seattle.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to <https://help.webex.com>



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
January 29, 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. **WELCOME NEW COMMISSIONER**
RAY CEASER

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES** December 11, 2023, CSC Monthly Meeting ([Pages 3-4](#))

6. **ACTION ITEMS** No action items at time of agenda publication

7. **EXECUTIVE SESSION** May be cancelled if not needed
UPDATES/DISCUSSION **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
 - a. Budget Update
 - b. Department Update
PREVIEW FEBRUARY 2024 COMMISSION BUSINESS
 - c. Proposed-Date/Time February Meeting
 - d. Proposed-2024 Meeting Schedule ([Page 5](#))
 - e. Selection of 2024 Commission Chair (CSC Rule 2.04) ([Page 6](#))
 - f. Proposed-Land Acknowledgement Presentation (Rita Gray)
CASE STATUS REPORT/APPEAL UPDATES ([Page 7](#))
 - g. Reichenbach v. SPU-CSC No. 23-03-002
 - h. LaFazia-Geraghty v. HSD-CSC No. 23-01-003

8. **OLD/NEW BUSINESS**

9. **ADJOURNMENT**

Next Meeting Date: TBD



**CITY OF SEATTLE
CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
December 11, 2023
Location: WebEx and at SMT 1679**

1. **CALL TO ORDER
LAND ACKNOWLEDGEMENT** CSC Commission Chair Mary Wideman-Williams called to order the monthly meeting of the Civil Service Commission at 2:00 pm on December 11, 2023.

2. **ATTENDEE INTRODUCTIONS** Chair Wideman-Williams gave attendees an opportunity to introduce themselves. The following people were present: CSC Commissioner: Joshua Werner. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorney: Joel Levan. Not Present: Commissioner Charlene MacMillan

3. **PUBLIC COMMENT** There was no Public Comment in person or in writing.

4. **APPROVAL OF MINUTES** Commissioners reviewed the minutes from the last meeting held on October 16, 2023, and the Joint Special Meeting with the PSCSC held on November 16, 2023. Commissioner Werner moved to accept the minutes. Commissioner Wideman-Williams seconded the motion. The minutes were approved as written.

5. **ACTION ITEMS** There were no action items.

EXECUTIVE SESSION The commission did not go into Executive Session.

6. **UPDATES/DISCUSSION** **OUTREACH (Sarah Butler, Operations & Policy Advisor)**

- a. **Election Results:** Ray Ceaser is the new employee elected commissioner and will begin his term on January 1, 2024. Commissioner Wideman-Williams and staff commended and thanked outgoing employee elected commissioner Josh Werner for his service on the commission.
- b. **Video and Social Media:** Sarah gave an update on the CSC YouTube channel for members of the public to access CSC meetings. The CSC also now has a LinkedIn page.

OTHER (Andrea Scheele, Executive Director)

- c. **Case Status Report:** The commission reviewed the Case Status Report. Director Scheele gave an update on the appeal of Reichenbach v. SPU-CSC #23-01-002 and LaFazia-Geraghty v. HSD-CSC #23-01-003/
- d. **Executive Director Departmental and Budget Update:** Director Scheele provided the monthly department and budget update.

7. **OLD/NEW BUSINESS** **ACTION MINUTES UPDATE:** The commission reviewed the format for the commission meeting minutes.

8. **ADJOURNMENT** Commission Chair Wideman-Williams adjourned the meeting at 2:37 pm

January 29, 2024

Minutes submitted by: Teresa Jacobs

Minutes Approved by: Commissioner Mary Wideman-Williams, Chair

Signed: _____

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
From: Teresa R. Jacobs
Date: January 2024
Re: 2024 Meeting Dates

Commissioners:

Below are the CSC meeting dates through December 2024. As in the past, the Commission can accept the dates for the meetings and if conflicts arise, with proper notice, change the meeting date. If the commission decides to defer a meeting, it can be addressed prior to the meeting date. I have added alternate dates* for commission meetings that are not being held on the third Monday due to a city holiday or during staff absences. All meetings start at 2:00 p.m., unless otherwise noted. Thank you.

***February 12 @ 2:30 p.m.**

***March 25**

April 15

May 20

June 17

July 15

August 19

September 16

October 21

November 18

November 21-Joint Meeting @ 10:00 a.m.

December 16

Rules of Practice and Procedure

City of Seattle

CIVIL SERVICE COMMISSION

Adopted: May 22, 2014

2.03 SELECTION OF CHAIR

The Chair shall be elected from among the Commissioners by majority vote for a one year term. A Commissioner may serve two consecutive terms as Chair.

2.04 DUTIES OF THE CHAIR - The Chair:

- A.** Shall preside over Commission meetings.
- B.** Shall rule on matters of parliamentary procedure.
- C.** Shall act as primary supervisor for the Executive Director.
- D.** May sign correspondence on behalf of the Commission.

2.05.1 ACTIONS OF THE CHAIR

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

2.05.2 DELEGATION OF CHAIR'S DUTIES

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.

**CIVIL SERVICE COMMISSION
CASE STATUS REPORT (CSR)
January 2024**

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
23-01-003	LaFazia-Geraghty	HSD	11-27-2023	PR 1.3-Workplace Expectations	Suspension	1 st Prehearing February 16	CSC
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. Hearing TBD	CSC

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION