



**CITY OF SEATTLE  
CIVIL SERVICE COMMISSION  
MONTHLY MEETING MINUTES  
October 16, 2023  
Location: WebEx and at SMT 1679**

<b>1.</b>	<b>CALL TO ORDER LAND ACKNOWLEDGEMENT INTRODUCTIONS</b>	CSC Commission Chair Mary Wideman-Williams called to order the monthly meeting of the Civil Service Commission at 2:00 pm on October 16, 2023.
	<b>PUBLIC COMMENT</b>	There was no Public Comment in person or in writing.
<b>2.</b>	<b>ATTENDEES</b>	Chair Wideman-Williams gave attendees an opportunity to introduce themselves. The following people were present: <u>CSC Commissioners:</u> Charlene MacMillan and Joshua Werner. <u>Commission Staff:</u> Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. <u>Commission Counsel/Assistant City Attorney:</u> Joe Levan.
<b>3.</b>	<b>APPROVAL OF MINUTES</b>	Commissioners reviewed the minutes from the last meeting held on <u>September 18, 2023</u> , and Commission Retreat held on October 2, 2023. Commissioner Werner moved to accept the minutes. Commissioner MacMillan seconded the motion. The minutes were approved as written.
<b>4.</b>	<b>ACTION ITEMS</b>	There were no action items.
	<b>EXECUTIVE SESSION</b>	The commission did not go into Executive Session.
<b>5.</b>	<b>UPDATES/DISCUSSION</b>	<ol style="list-style-type: none"><li>a. <b>Commission Retreat:</b> The commission recapped the commission retreat held in October.</li><li>b. <b>Registration for the 42<sup>nd</sup> Annual Civil Service Conference:</b> Director Scheele notified the commission that registration was still open for the conference in October.</li><li>c. <b>November 2023 Civil Service Employee Election Update:</b> Sarah Butler gave an update.</li><li>d. <b>November Joint Meeting with PSCSC:</b> The joint meeting will be held November 16, 2023, at 10:00 a.m.</li><li>e. <b>OPMA/PRA Training:</b> Assistant City Attorneys Joe Levan and Aaron Valla conducted Open Public Meetings Act Training and Public Records Act Training.</li><li>f. <b>Case Status Report:</b> The commission reviewed the Case Status Report. Director Scheele gave an update on the appeal of Reichenbach v. SPU-CSC #23-01-002.</li><li>g. <b>Executive Director Departmental and Budget Update:</b> Director Scheele provided the monthly department and budget update.</li></ol>
<b>6.</b>	<b>OLD/NEW BUSINESS</b>	There was no Old/New Business.

---

**7. ADJOURNMENT**

Commission Chair Wideman-Williams adjourned the meeting at 3:39 pm

**Minutes submitted by:** Teresa Jacobs

**Minutes Approved by:** Commissioner Mary Wideman-Williams, Chair

**Signed:** Mary Wideman-Williams