



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

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

## Staff

Andrea Scheele, Executive Director  
Teresa R. Jacobs, Executive Assistant

**March 20, 2023**  
**Civil Service Commission Special Meeting Minutes**  
*Approved: May 15, 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

**Staff & Counsel:** Andrea Scheele, Executive Director; Gary Smith, Assistant City Attorney, Joe Levan, Assistant City Attorney, Anne Vold, Assistant City Attorney, Teresa Jacobs, Executive Assistant

**New Commission Counsel:** Gary Smith the commission's outgoing counsel introduced Joe Levan the commission's new government affairs attorney and advisor to the commission.

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

5. **APPROVAL OF MEETING MINUTES**

**February 13, 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 February 13, 2023, were approved.

6. **FINANCIAL INTEREST STATEMENTS**

Commission Executive Assistant, Teresa Jacobs notified the commission that they will receive the Financial Interest statements and instructions via email. The deadline to return the statements is no later than April 15.

7. **PROPOSED LEGISLATION:** Director Scheele reported that the City Clerk's office, in partnership with the Civil Service Commissions will propose an ordinance that would amend election procedures for the employee-elected members of the Civil Service Commission and Public Safety Civil Service Commission; and Sections 4.04.250 and 4.08.040 of the Seattle Municipal Code. The purpose is to clarify (not change) who is eligible to run and vote in civil service elections.

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

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

***Rogers v. SDOT, CSC No. 23-01-001:*** Director Scheele reported a hearing was held on March 20<sup>th</sup> regarding Mr. Rogers Request for Review of Dismissal and referral to the Office for Civil Rights. The commission is taking the issues of the hearing into consideration and will issue a decision.

***Sivage v. SDOT, CSC 22-01-014:*** Ms. Scheele reported the case has been referred to the Seattle Office of Hearing Examiner.

***Clemons v. SDOT, CSC 22-01-015:*** Ms. Scheele reported this case was referred to the Office for Civil Rights and there is no further update.

9. **EXECUTIVE DIRECTOR REPORT**

**Departmental Work and Budget Update:** Director Scheele provided an update to the commission on ongoing departmental work and budget. **PSCSC:** Director Scheele informed the commission that she is working with the exams unit as they continue the promotional exam season. **Operations and Policy Advisor Position:** Ms. Scheele reported that efforts for the hiring for this position are ongoing. **Outreach:** Commission

staff continues to work on outreach for department training. Staff recently held training for two SDCI work groups. **Budget:** The commission reviewed the budget document. The adopted budget is not yet available for 2023. **Retreat:** The commission agreed that it would be constructive to determine when to hold the commission retreat after the new commissioner is on board.

10. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** The commission did not go into Executive Session
11. **OLD/NEW BUSINESS:** N/A
12. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 2:27 pm

Respectfully submitted on **May 15, 2023**, for the CSC:

*Teresa R. Jacobs*

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Teresa Jacobs, Executive Assistant

Approved

*Mary Wideman-Williams*  

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Mary Wideman-Williams, Chair