

SHERIFF'S CIVIL SERVICE
COMMISSION MINUTES
September 13, 2021
Virtual Meeting using Zoom

CALL TO ORDER

Commissioner Timothy Thomas called the meeting to order at 9:03 a.m., with Commissioner Robert Forbes and in attendance. Commissioner Poppe was not in attendance.

REVIEW AND APPROVAL OF MINUTES OF February 1, 2021

MOTION: Commissioner Forbes moved to approve the minutes of February 1, 2021 as written. Commissioner Thomas seconded the motion.

Motion carried.

1. REQUEST TO APPROVE RESOLUTION 101-2021 A RESOLUTION ADDING SUPPORTED EMPLOYEE ASSOCIATE TO BE CLASSIFIED UNDER CIVIL SERVICE

- Chief Examiner, Carol Mackie, invited Human Resources Analyst, Keri Sieckowski, to explain the Supported Employment Program.
- Keri explained the process. Human Resources works with Human Services Developmental Disabilities Program to develop positions. Opportunities are created and sent to the local employment agencies. The recruitment process is the same. After interviewing, the individual is assigned to a department and the job coach from the employment agency helps the new hire get acquainted with the job and settled in. The Sheriff's Support Guild was approached and was very receptive and signed the MOU. Last step is to get the approval of the Civil Service Commission.
- Carol Mackie stated that the recruitment process as outlined in the Civil Service Rules and a register is still established.
- Commissioner Forbes asked which agencies are involved. Keri responded that the biggest is Trillium, Holly Ridge and Easter Seals have also sent applicants. The job postings are sent out equally to all local agencies. Kelly O'Neal from Human Services helps with the screening of applicants.

- Keri explained the Parameters for being part of the Kitsap County Supported Employment Program
 - Must be a current with DSHS
 - Must be with an agency and have a job coach.
- Keri explained that the Supported Employment Program was created by Resolution and funded as Extra Help. The resolution allowed for the Supported Employee to have benefits such as healthcare and vacation and sick leave.
- Keri stated that the current Supported Employee, in Human Resources, is very happy in her job. Has been a life changer for her. There are currently two positions in Kitsap County. The other is in Superior Court. Trying to grow the program.
- Commissioner Thomas wanted to know if there were other agencies in the County with programs like this. Keri responded that most of what is available is retail and restaurants and the job coaches typically have to go out and search for the jobs. The County approaches it differently and we reach out to the agencies. Kitsap County runs the program in house through Human Resources.
- Commissioner Thomas loves these opportunities being given by Kitsap County.
- Commissioner Forbes commented that he spent years working with developmentally disabled people and loves seeing a Public Sector employer offering this type of program

MOTION: Commissioner Forbes motioned to approve Resolution 101-2021 Adding Supported Employee Associate to be Classified Under Civil Service. Commissioner Thomas seconded the motion.

Motion carried.

2. NEW BUSINESS

- Carol Mackie introduced new Human Resources Director, Denise Greer.
- Carol Mackie stated that she is still waiting on KCSO to submit their suggestions for changes to the Civil Service Rules. Rules need to be updated to include the Rule of 5, new classifications, and new laws recently passed/enacted. Carol said that she will reach out to Sheriff Gese and see where they are at in the process. Carol is hoping to have a draft of the new rules out in October.
- Next meeting proposed for November, 2021

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Thomas called for the meeting to be adjourned. Commissioner Forbes seconded the motion. Meeting adjourned at 9:26am.

ATTENDANCE

COMMISSION MEMBERS

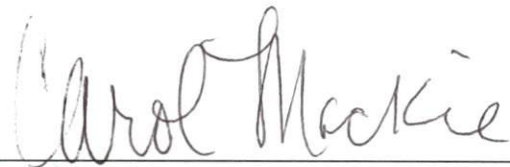
Robert Forbes
Commissioner
Timothy Thomas
Commissioner

STAFF

Carol Mackie
Chief Examiner
Kathie Thoma
Civil Service

GUESTS

Jason Hedstrom,
DSG
Denise Greer,
Human Resources
Keri Sieckowski,
Human
Resources



Carol Mackie, Chief Examiner

NOTE: These minutes are not verbatim.