

SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

December 10, 2024

Virtual Meeting using Zoom

REVIEW AND APPROVAL OF MINUTES OF APRIL 9, 2024

MOTION: Commissioner Forbes started the meeting at 9:06am with a motion to approve the minutes of April 9, 2024, as written. Commissioner Thomas seconded the motion.

Motion carried.

1. REVIEW AND APPROVE ADDITION OF FISCAL SUPPORT SPECIALIST CLASSIFICATION

- Carol Mackie stated that Keri Sieckowski had been tasked with looking at the body of work for a new position. The work was classified as Fiscal Support Specialist, which is not a classification under Civil Service.
- Carol requested that the Fiscal Support Specialist Classification [included in the agenda] be reviewed by the Commission and classified under Civil Service.
- Commissioner Thomas asked for clarification on the position.
- Keri Sieckowski shared that Chief Sapp successfully got a grant from the Health District for a medical initiative to create a fiscal specialist for the jail.
- Keri shared that the new position will be responsible for Medicaid and medical billing in the jail, benefits, maintaining medical records, following up on billings, claim appeals, and communicating with medical providers on issues. When compared to other positions in the County doing like work, it came out as a Specialist level position, and recruitment would start next year.
- Sheriff Gese stated that Medicaid stops when a person is in jail, and it is an issue that has been brought up a few times. There is a pilot program starting for continuing Medicaid while in jail, and Kitsap County would be one of the first to do it.
- Sheriff Gese also stated that it's around \$5-6 million in medical costs for people in jail, and this busy position would help that. He said that around 60-70% of people in the jail were on Medicaid for medical, dental, or mental health services.

- Commissioner Thomas commented that he had wondered how that was handled, and asked if it was basically on the County to take care of it?
- Sheriff Gese replied that the cost is split among some of the cities as well as the County.
- Keri Sieckowski added that the new position would also be reviewing medical records, would be in contact with the nurse, review and pay bills, respond to audits, as well as work with providers and Medicaid. She added that there is a similar position at the Kitsap Recovery Center as a Fiscal Support Specialist who works with Medicaid and insurance companies.
- Commissioner Thomas clarified that it was just one position, because it seemed like a more than one person job.
- Keri Sieckowski replied that the grant covered three positions; two corrections officers and one fiscal position. If more than that was required, then Chief Sapp would ask for more.
- Commissioner Forbes asked if we would be hiring in house.
- Keri Sieckowski replied that potentially that could be the case. There are currently three Fiscal positions in the Guild, and this could be a promotional opportunity for them.
- Commissioner Thomas asked about the potential hire date of the position.
- Keri Sieckowski replied that if the Commission approved it, it would then go in front of the County Commission in January and open January 13.
- Commissioner Thomas then asked what was needed from the commission to proceed with the new classification.
- Carol Mackie clarified that the Fiscal Support Specialist Classification is already present in the County, but isn't in Civil Service. If approved, it would be added to the list of classifications covered by Civil Service.

MOTION: Commissioner Thomas moved to approve the Fiscal Support Specialist Classification into Civil Service. Commissioner Forbes seconded the motion. Motion carried.

2. OTHER BUSINESS

- Carol Mackie notified the Commission that Human Resources was reviewing current classifications to clarify wording on education requirements and

create more standardized language. The update might impact some statements, but not change the requirement, just provide clarification.

- Carol Mackie gave the example of a position requiring a Bachelor's Degree. Human Resources will be making sure the language is standardized for what degrees would be accepted under 'related field', and auditing the required or preferred language .
- Carol Mackie also stated that most language is there, and some positions don't have an education equivalency, because you can't replace the work experience. For example, if the requirement was a Bachelor's Degree with two years of work experience, a Master's Degree wouldn't count as equivalent. The updates wouldn't be impacting the screening process, just standardizing language.
- Commissioner Thomas asked who determines relevancy.
- Carol Mackie responded that the Human Resources Analyst works with the department to determine relevancy. As an example, if there was a finance position, accounting or finance degrees would be relevant, but if there was a degree the analyst wasn't familiar with, they would go to that college's website and do some research. If the education was meeting a minimum qualification, then the candidate must provide an official transcript as well.
- Carol Mackie stated there was no other business she had for the commission.
- Sheriff Gese shared that he wanted to give a quick update. He shared that staffing levels are near the top for the state, but there are some retirements coming. They were in a lot better shape than other agencies though.
- Commissioner Thomas mentioned that in the recent Civil Service Conference training he attended, Washington ranked last in the number of officers per 1,000 population and asked if that was true.
- Sheriff Gese responded that it was true, and Washington would be 51st if Puerto Rico was included. He also shared that he asked for 8 additional officers for the County, but even though the County Commissioners didn't make cuts, they said they couldn't grow the budget.
- Sheriff Gese stated that he appreciated Commissioner Thomas asking.
- Keri Sieckowski said she wanted to say thank you to Sheriff Gese and Undersheriff Clithero for the recent Shop with a Cop event. There were a number of Kitsap County Officers there, along with other agencies, including NCIS and Fish & Wildlife, who helped around 150 kids.

- Sheriff Gese shared that it was a really positive event, and this year was the 20th anniversary.
- Commissioner Thomas shared that he would be interested in volunteering next year, and Commissioner Forbes also showed interest.
- Jenn White confirmed that she would send out the information to the commission the following year.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Forbes made a motion for the meeting to be adjourned. Commissioner Thomas seconded. Motion carried at 9:24 am.

ATTENDANCE

COMMISSION MEMBERS

Robert Forbes
Commissioner
Timothy Thomas
Commissioner

STAFF

Carol Mackie
Chief Examiner
Jennifer White
Civil Service Secretary
Keri Sieckowski
Human Resources

GUESTS

John Gese
Sheriff
Russ Clithero
Undersheriff
Joe Adams
Guild President

Carol Mackie 12/13/24

Carol Mackie, Chief Examiner

NOTE: These notes are not verbatim.