

**SHERIFF'S CIVIL SERVICE**  
**COMMISSION MINUTES**  
February 1, 2021  
Virtual Meeting using Zoom

**CALL TO ORDER**

Commissioner Robert Forbes called the meeting to order at 9:03 a.m., with Commissioner Timothy Thomas and in attendance. Commissioner Poppe joined the meeting a few minutes later.

**REVIEW AND APPROVAL OF MINUTES OF December 7, 2020**

**MOTION:** Commissioner Thomas moved to approve the minutes of October 15, 2020 as written. Commissioner Forbes seconded the motion.  
**Motion carried.**

**1. REQUEST TO APPROVE RESOLUTION 100-2021 A RESOLUTION CHANGING THE CIVIL SERVICE RULES SECTION 2.1.01 UNCLASSIFIED SERVICE.**

- Chief Examiner, Carol Mackie, explained how, per RCW 41.14.070, and based on the current number of KCSO employees, the Sheriff's Office qualifies to have up to 8 Unclassified employees. The Sheriff's Office has requested to add a Chief Civil Deputy and one position to be determined. Commissioner Poppe asked who would be making the appointments and Carol Mackie responded that it would be the Sheriff who appoints.

**MOTION:** Commissioner Poppe motioned to approve Resolution 100-2021 Changing the Civil Service Rules Section 2.1.01 Unclassified Service. Commissioner Thomas seconded the motion.  
**Motion carried.**

**2. ELECTION OF 2021 CIVIL SERVICE COMMISSION CHAIR**

**MOTION:** Commissioner Poppe motioned for Commission Thomas to be elected Chair for 2021. Commissioner Forbes seconded the motion. Commissioner Thomas accepted the nomination.  
**Motion carried.**

**3. NEW BUSINESS**

- Carol Mackie stated that we are still doing a review of the Civil Service Rules. The rules will be updated to add the changes put in place with

Resolution 100-2021. Will be sent out for review soon.

- Next meeting proposed for February 22, 2021

## **ADJOURNMENT**

There being no further business to come before the Commission, the meeting was adjourned at 9:14am.

**ATTENDANCE**

**COMMISSION MEMBERS**

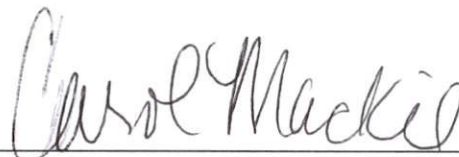
Robert Forbes  
Commissioner  
Timothy Thomas  
Commissioner  
John Poppe  
Commissioner

**STAFF**

Carol Mackie  
Chief Examiner  
Kathie Thoma  
Civil Service

**GUESTS**

Steve Duckworth  
Sheriff's Office  
Jennifer Dague  
Sheriff's Office  
Keri Sieckowski  
Human  
Mark Rufener  
Corrections  
Genie Elton  
Corrections



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Carol Mackie, Chief Examiner

**NOTE: These minutes are not verbatim.**