

## **SHERIFF'S CIVIL SERVICE COMMISSION MINUTES**

**July 15, 2022**

**Virtual Meeting using Zoom**

### **CALL TO ORDER**

Commissioner Robert Forbes called the meeting to order at 10:04am.

### **REVIEW AND APPROVAL OF MINUTES OF March 31, 2022**

**MOTION: Commissioner Poppe moved to approve the minutes of March 31, 2022 as written. Commissioner Forbes seconded the motion.**

**Motion carried.**

#### **1. REQUEST TO APPROVE THE SHERIFF'S REQUEST TO MOVE A CURRENTLY APPOINTED 'UNCLASSIFIED' POSITION TO A CLASSIFIED POSITION THAT FALLS UNDER THE CIVIL SERVICE GUIDELINES**

- Carol Mackie explained that there are only so many unclassified positions in Civil Service, so the Sheriff is requesting the Program Technician position be moved from 'Unclassified' to Classified. Under the Civil Service Rules, the position would now have those rights and protection. Marsha Masters is in the current position. She received notice of the proposed reclassification and is here.
- Carol Mackie asked Sheriff Gese if he could explain his request.
- Sheriff Gese said that Marsha's position is part grant funded but mostly County funded, and it makes sense to move it to Civil Service. The new position requested could be an appointed position.
- Sheriff Gese stated that they really need a full-time professional communications person, so they were requesting Marsha be under Civil Service and the new opening be an appointed position.
- Commissioner Forbes said hadn't been sure if the positions were interrelated.
- Carol Mackie asked Marsha Masters if there was anything she wanted to add.
- Marsha replied that Sheriff Gese explained it great.
- Carol Mackie clarified that there are two requests that are being asked; the first being to approve the Program Technician position to be under Civil Service, and second to approve the Program Manager position to be unclassified from Civil Service.
- Carol Mackie asked Keri Sieckowski if there was anything she wanted to add.
- Keri Sieckowski said no, Sheriff Gese explained it well, but that she was available for questions.

- Commissioner Forbes jokingly stated 'After reading the job description, what are you doing Sheriff?'
- Sheriff Gese replied that as police chief, you get all these great ideas, but you can never find anyone to do them. Everyone has started running away from him. The Sheriff wants someone to give those ideas to. They've started posting on Twitter, Instagram, Facebook, and a newsletter, so he'll still be on camera sometimes, but the nuts and bolts of everything will be with the new Communications person.
- Commissioner Forbes said he couldn't let the Sheriff go without asking, but it was more of a rhetorical question.
- Carol Mackie restated that the #2 item on the agenda was to move the 'Unclassified' Program Technician position to Classified under Civil Service, and #3 on the agenda was to review and approve the Program Manager position.

**MOTION: Commissioner Poppe moved to approve item number 2 and 3 on the agenda. Commissioner Forbes agrees and supports them, so will second the motion if no one had any further discussion. None opposed.**

**Motion carried.**

### **3. NEW BUSINESS**

- Carol Mackie stated that was all that was on the agenda and asked if anyone had questions.
- Commissioner Thomas asked about when the next meeting would be.
- Carol Mackie stated that we will schedule them as things come up, so as not to waste everyone's time if there's no business. Mentioned that there will need to be a meeting to update Civil Service Rules, as it's all in draft. The Sheriff put in proposed changes to the language, and we need to update the rules, include the Rule of 5, and classifications, so taking a look at sometime in Fall for that meeting.
- Carol Mackie mentioned that Keri Sieckowski and Jennifer White had told the Commission about the recent incentives, as well as the ads on Facebook, and that we're filling positions and getting interest. Asked Jennifer White how many names were on the Lateral Corrections list.
- Jennifer White stated that there are 10 candidates on the Lateral Corrections list, and that we're super excited.
- Carol Mackie stated that it's been a challenge to hire with all the retirements, turnover, and people moving to different states, and asked Keri Sieckowski if she had anything to add.

- Keri Sieckowski said she didn't have much to add. Corrections is really excited. It's gotten harder to recruit. There was a big influx of applicants and now a little drop off as other jurisdictions have started offering incentives too. We might get more state employees due to changes... (connection cut out and was lost).
- Carol Mackie added that she would keep everyone in the loop, and wanted to recognize the Commission and that the work they're doing is helping the employment for Corrections.
- Commissioner Poppe stated that he would be gone all of October on a working vacation out of the area.

**ADJOURNMENT**

There being no further business to come before the Commission, Carol Mackie called for the meeting to be adjourned. Meeting adjourned at 10:16am.

**ATTENDANCE**

**COMMISSION MEMBERS**

Robert Forbes  
Commissioner  
John Poppe  
Commissioner

**STAFF**

Carol Mackie  
Chief Examiner  
Jennifer White  
Civil Service Secretary

**GUESTS**

Keri Sieckowski  
Human Resources  
John Gese  
Sheriff  
Steven Duckworth  
Undersheriff  
Marsha Masters  
Sheriff's Office



Carol Mackie, Chief Examiner

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