

Purpose: To document that DCYF HR confirmed that outside employment notification form and related annual trainings/attestations surrounding outside employment are not required for non-permanent on-call positions
Source: Stefanie Niemela, DCYF Audit Liaison
Conclusion: See ROWD

From: Niemela, Stefanie (DCYF)
To: Stipic, Sam (SAO)
Subject: RE: DCYF F-23-364
Date: Saturday, September 14, 2024 7:52:40 AM
Attachments: jmaoe001.png
jmaoe002.png
jmaoe003.png
jmaoe004.png

Good morning Sam. I verified with HR that the annual training and forms are not required for our on-call employees, which Daniel is on-call

From: Stipic, Sam (SAO) <sam.stipic@sao.wa.gov>
Sent: Wednesday, September 11, 2024 4:45 PM
To: Niemela, Stefanie (DCYF) <Stefanie.Niemela@dcyf.wa.gov>
Subject: FW: DCYF F-23-364

Hey Stefanie,

Regarding the highlighted point below, there is no evidence of a "Notification of Outside Employment" form on file for Daniel Kresse?

After reviewing the Outside employment policy, I noted on PDF Page 3 that "Employees, interns, and work study students must request approval for outside employment, volunteering, and honorariums by: Completing the employee section of the Notification of Outside Employment form (link to form: [03-023.pdf \(wa.gov\)](#)) within 30 days of their start date with DCYF"

I just wanted to double check with you that the department doesn't have any record of this being completed by Daniel. Also, I realize that the original effective date for this policy is May 19, 2021 (after his concurrent employment began); however, as employees are required to review the policy annually, would it be fair to say that this form should have been filled out by Daniel?

Thanks,

Sam

From: Niemela, Stefanie (DCYF) <Stefanie.Niemela@dcyf.wa.gov>
Sent: Tuesday, September 3, 2024 3:56 PM
To: Stipic, Sam (SAO) <sam.stipic@sao.wa.gov>
Subject: RE: DCYF F-23-364

Hi Sam. I just got the timesheets from HR today. I uploaded the information we have to the mft file.

We have provided the following items:

- #1 – position description, also an email of when HR forward his position description to the SAO.
- #2 – attached is an email communication HR had with the SAO regarding employee's work schedule and it includes his work calendar for June and July 2023, which shows a pattern of his work schedule. I unfortunately don't have access to further calendars.
- #5 – Timesheets and attached report HR pulled (Excel spreadsheet) with the hours for each pay period beginning December 1, 2018 to August 15, 2024
- #7/#8 – We don't have the Outside Employment form for Daniel Kresse or anything related to his hours of work. Unfortunately, the only item in his file is an evaluation. Attached is the agency policy regarding Outside Employment.

Items pending:

- #3 – HR doesn't have access to his Outlook calendar, they would have to ask his supervisor and when they last spoke with the SAO they didn't want HR to alert his supervisor or manager. Stefanie will contact IT, but HR doesn't believe many of our on-call employees utilizing their Outlook calendar.

Password: D0nU\$#2O\$!Me

UploadNew FolderRefreshNavigate

/ (Home) > Sam.Stipic

| | Name | Date Modified |
|--|-------------------------|-------------------|
| | F23364 Data Request.zip | 9/3/24 3:48:55 PM |

From: Stipic, Sam (SAO) <sam.stipic@sao.wa.gov>
Sent: Tuesday, September 3, 2024 3:26 PM
To: Niemela, Stefanie (DCYF) <Stefanie.Niemela@dcyf.wa.gov>
Subject: FW: DCYF F-23-364

Hi Stefanie,

I am just checking in on our requests that were due last week related to the special investigation. I didn't see anything uploaded to the MFT just yet, but let me know if I'm missing something!

Thanks,

Sam

From: Stipic, Sam (SAO)

Sent: Monday, August 12, 2024 11:09 AM
To: Niemela, Stefanie (DCYF) <Stefanie.Niemela@dcyf.wa.gov>
Subject: RE: DCYF F-23-364

Yes, as we are unable to view it. We received the following example a while back for June 2023:

| Daniel R. Kresse - June 2023 | | | | | | |
|---|---------------------|----------------------------|---------------------|----------------------------|--------------------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 28 (May) | 29 Memorial Day | 30 | 31 | 1 (June) | 2 | 3 |
| Daniel K 8:00-8:00 | Daniel K 8:00-8:00 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 12:00-11:59 | Daniel K 4:00-4:30 | Daniel K 4:30-6:00 Daniel K 6:00-8:00 Daniel K 8:00-8:00 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Daniel K 12:00-11:59 Daniel K 9003 4:00- | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 12:00-11:59 | Daniel K 4:00-4:30 | Daniel K 4:30-6:00 Daniel K 6:00-8:00 Daniel K 8:00-8:00 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Daniel K 12:00-11:59 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 12:00-11:59 | Daniel K 4:00-4:30 | Daniel K 4:30-6:00 Daniel K 6:00-8:00 Daniel K 8:00-8:00 |
| 18 | 19 Juneteenth | 20 | 21 | 22 | 23 | 24 |
| Daniel K 8:00-8:00 | Daniel K 8:00-8:00 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 12:00-11:59 | Daniel K 4:00-4:30 | Daniel K 4:30-6:00 Daniel K 6:00-8:00 Daniel K 8:00-8:00 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 (July) |
| Daniel K 12:00-11:59 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 5:00-10:00 | Daniel K 12:00-11:59 | Daniel K 4:00-4:30 | Daniel K 4:30-6:00 Daniel K 6:00-8:00 Daniel K 8:00-8:00 |
| Annual Leave is shown in blue | | Sick Leave is shown in red | | LWOP is shown in dark gray | | Other types are shown in gray |

From: Niemela, Stefanie (DCYF) <Stefanie.Niemela@dcyf.wa.gov>
Sent: Monday, August 12, 2024 11:04 AM
To: Stipic, Sam (SAO) <sam.stipic@sao.wa.gov>
Subject: RE: DCYF F-23-364

Just to clarify, you are asking for the employee’s Outlook calendar?

| |
|---|
| over time exempt. |
| Monthly outlook calendar from DCYF dating back to December 2018 |
| DCYF Timesheets for the subject dating back to December 2018 |


From: Stipic, Sam (SAO) <sam.stipic@sao.wa.gov>
Sent: Monday, August 12, 2024 10:59 AM
To: Niemela, Stefanie (DCYF) <Stefanie.Niemela@dcyf.wa.gov>
Subject: DCYF F-23-364

Hi Stefanie,

Attached above is a list of requests that I will need for the ongoing investigation of DCYF employee Daniel Kresse. Please review this listing and let us know if you have any questions.

We understand that some of these requests may take longer than a week. We just ask that delays/difficulties be communicated. We have a pretty short timeline for completing this work, so I am just trying to get things asap.

Thanks,

 Sam Stipic , CPA
Assistant State Auditor, [Office of the Washington State Auditor](#)
(564) 201-2929 | Pronouns: He/Him
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