

**MINUTES OF THE ONEIDA COUNTY  
CIVIL SERVICE COMMISSION  
June 6, 2022**

**COMMISSION MEMBERS PRESENT:** Chairman Tim Melms, Bernie Dart, Harry Whidden, and Jeff Welk

**COMMITTEE MEMBERS ABSENT:** Pat Volk

**OTHERS PRESENT:** Sheriff Grady Hartman, County Board Supervisor, Steven Schreier, Captain Terri Hook, Recording Clerk Jill Butzlaff

**CALL TO ORDER**

Chairman Melms called the meeting to order at 1:00 p.m. at the Oneida County Law Enforcement Center. The meeting was properly noticed in accordance with Wisconsin Open Meetings Laws.

**DISCUSS/ACT TO APPROVE AGENDA**

Motion by Whidden to approve the agenda, second by Welk, all ayes on voice vote, the motion carried 4-0.

**DISCUSS/ACT TO APPROVE MINUTES OF JANUARY 10, 2022**

Motion by Welk to approve the January 10, 2022 minutes, second by Dart, all ayes on voice vote, the motion carried 4-0.

**PUBLIC COMMENTS**

No public comment.

**DISCUSS/ACT ON CORRESPONDENCE OR BILLS**

There was no correspondence or bills.

**DISCUSS/ACT ON DEPUTY SHERIFF QUALIFICATIONS**

**DISCUSS/ACT ON CHAPTER 5 REVISIONS**

Sheriff Hartman indicated the current list has been exhausted. The Sheriff discussed the recent hires and candidates who had declined employment based on the exhausted eligibility list. Sheriff Hartman stated the office currently has two vacancies. One is due to a retirement of Sergeant Erikson and one is due to a resignation. Sheriff Hartman noted that Brian Keller was promoted to fill the vacant sergeant position based on the latest sergeant eligibility list. The Sheriff is requesting a new deputy eligibility list be created. Brief discussion followed regarding corrections officers who may be eligible to apply. Sheriff Hartman stated that currently Chapter 5 (see attached) requires candidates have 60 college credits; however, there have been previous candidates hired who are sponsored by the agency to attend recruit school and 32 college credits are earned at recruit school. The Sheriff would like to see the amount of credits reduced to 28 based on the recent hiring practices. Sheriff Hartman stated candidates would still be vetted based on qualifications. The change to Chapter 5 requires a resolution to change the language and County Board approval.

Motion by Dart to authorize the Sheriff to bring back a resolution to the Committee modifying the language pertaining to college credits, second by Whidden, all ayes on voice vote, the motion carried 4-0.

Dart then questioned if there was enough time to have the resolution approved prior to advertising for the position. The Sheriff stated a special meeting could be held. Supervisor Schreier stated any supervisor could bring the Resolution to the County Board. Chairman Melms stated he could approve the resolution.

Motion was amended by Dart to authorize Sheriff Hartman to draft the resolution for Chairman Melms' approval modifying the language pertaining to college credits and forward the resolution to County Board, second by Whidden, all ayes on voice vote, the motion carried 4-0.

### **DISCUSS/ACT TO ESTABLISH AN ELIGIBILITY LIST FOR DEPUTY SHERIFF**

Sheriff Hartman is requesting permissions to advertise for an eligibility list.

Motion by Dart to proceed with establishing an eligibility list for Deputy Sheriff, second by Whidden, all ayes on voice vote, the motion carried 4-0.

The Committee stated candidate interviews would be conducted on Friday, August 5, 2022. The meeting will begin at 08:00 a.m.

### **DISCUSS/ACT ON CHAPTER 5 REVISIONS**

This topic was discussed in conjunction with the Deputy Sheriff qualifications.

### **DISCUSS/ACT ON STAFFING AND PROMOTIONS**

Sheriff Hartman stated he had summarized this topic earlier. Brief discussion on the two recent corrections officers who had been hired as deputies. Sheriff Hartman indicated that the Corrections Division is currently six positions short, and that the Department of Corrections and all Sheriff Offices are struggling with hiring. Sheriff Hartman stated that Brian Keller and Nancy Reklau were promoted from the last sergeant eligibility list. At this time, the office does not have any vacant sergeant positions. Supervisor Schreier questioned if deputy wages were ever redlined. Sheriff Hartman indicated the Deputies currently have four steps and retention pay. Discussion only, no action taken.

### **DISCUSS/ACT ON ANY FUTURE AGENDA ITEMS**

No additional agenda items were identified.

### **DISCUSS/ACT TO SET THE DATE AND TIME FOR THE NEXT SCHEDULED MEETING**

The following meetings were scheduled:

Friday August 5, 2022 08:00 a.m.

Monday August 8, 2022 01:00 p.m.

**CLOSED SESSION**

Motion by Dart to go into closed session pursuant to §19.85(1)(c) WI Stats considering employment, promotions, compensation or performance evaluation data of any public employee over which this body had jurisdiction or responsibility. Specifically: Deputy Resignation. Motion seconded by Whidden, all ayes on roll call vote as follows: Melms aye, Dart aye, Welk aye, Whidden aye. All ayes on voice vote, the motion carried 4-0 and the Commission entered closed session at 1:25 p.m.

**RETURN TO OPEN SESSION**

Motion by Dart to return to open session, second by Whidden. On roll call vote as follows: Whidden aye, Dart aye, Melms aye, Welk aye. All ayes on voice vote, the motion carried 4-0 and the Commission returned to open session at 1:49 p.m.

**DECISIONS WHILE IN CLOSED SESSION**

The Committee met with the Sheriff to discuss the recent deputy resignation. No action taken.

**PUBLIC COMMENTS**

No public comments.

**ADJOURN**

Motion made by Whidden to adjourn, second by Dart, all ayes on voice vote, the motion carried 4-0 and the meeting adjourned at 1:51 p.m.

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Timothy Melms, Chairman

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Jill Butzlaff, Recording Clerk

candidate has been granted an absolute and unconditional pardon.

- (e) The candidate shall possess a Wisconsin high school diploma or a diploma issued by an out of state high school accredited by an appropriate agency of the state or shall have passed the general education development diploma test or any other test recommended by the Wisconsin department of public instruction as indicating high school diploma level.
- (f) A candidate for employment as a law enforcement officer shall possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits.

## **§ 5.03 Examinations.**

[Amended by Ord. No. 42-2001]

- (1) **Written and Oral Examination Required.** The Commission shall conduct competitive examinations, written and oral, for the candidates for Deputy Sheriff and for promotions within the Sheriff's Department. The Commission may require candidates to take the written examination given