

**MINUTES OF THE ONEIDA COUNTY  
CIVIL SERVICE COMMISSION  
September 10, 2019**

**COMMISSION MEMBERS PRESENT:** Tim Melms, Mary Martin, Pat Volk, and Bernie Dart. Harry Whidden was excused.

**OTHERS PRESENT:** Sheriff Grady Hartman, Chief Deputy Daniel Hess, 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 Martin to approve the agenda, second by Dart, all ayes on voice vote, the motion carried 4-0.

**DISCUSS/ACT TO APPROVE THE MINUTES OF JUNE 6, 2019**

Motion by Dart to approve the minutes of June 6, 2019 second by Volk, all ayes on voice vote, and the motion carried 4-0.

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

Sheriff Hartman stated Detective Sergeant Rossing resigned, and Sheriff Hartman anticipated a vacant deputy position as a current employee would likely be promoted. Sheriff Hartman explained the process begins with advertising a position with an application deadline. The field is then narrowed to 20 candidates by utilizing fitness testing and interviews on a Saturday. Interviews with the Commission typically take place the Monday after testing and interviews. The Sheriff requested the Committee schedule interview dates. Brief discussion on potential advertising deadlines and testing dates. The Commission determined interviews with the Commission would be November 5, 2019 and November 6, 2019 beginning at 12:00 p.m.

**DISCUSS/ACT ON PROMOTIONAL PROCESS FOR DETECTIVE SERGEANT**

Sheriff Hartman stated he would like to begin the promotional process for Detective Sergeant. Brief discussion followed on the qualifications for the position. Sheriff Hartman explained the candidates would submit a letter of interest and matrix prior to the interviews. The Commission set a date of October 15, 2019 at 1:00 p.m. for interviews.

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

The Commission decided to act on this item with a motion. Motion by Dart to proceed with establishing an eligibility list for Deputy Sheriff, second by Martin, all ayes on voice vote, and the motion carried 4-0.

**DISCUSS/ACT ON PROMOTIONAL PROCESS FOR DETECTIVE SERGEANT**

The Commission decided to act on this item with a motion. Motion by Martin to begin the promotional process for Detective Sergeant, second by Volk, all ayes on voice vote, and the motion carried 4-0.

**DISCUSS/ACT ON CORRESPONDENCE OR BILLS**

There was no correspondence or bills.

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

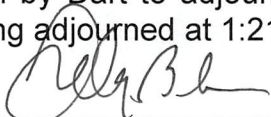
Sheriff Hartman indicated after the deputy interviews in November, the Commission could select a date to review evaluations in January or February.

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

A future meeting was scheduled on October 15, 2019 at 1:00 p.m.  
A future meeting was scheduled on November 5, 2019 at 12:00 p.m.  
A future meeting was scheduled on November 6, 2019 at 12:00 p.m.

**ADJOURN**

Motion by Dart to adjourn, second by Volk, all ayes on voice vote, the motion carried 4-0 and the meeting adjourned at 1:21 p.m.



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Timothy Melms, Chairman



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Jill Butzlaff, Clerk