

**DRAFT**

**MINUTES OF THE ONEIDA COUNTY  
CIVIL SERVICE COMMISSION  
September 15, 2021**

**COMMISSION MEMBERS PRESENT:** Chairman Tim Melms, Bernie Dart, Pat Volk, and Jeff Welk.

**COMMITTEE MEMBERS ABSENT:** Harry Whidden

**OTHERS PRESENT:** Sheriff Grady Hartman, Chief Deputy Daniel Hess, and Recording Clerk Jill Butzlaff.

**CALL TO ORDER**

Chairman Melms called the meeting to order at 12:00 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 Volk to approve the agenda, second by Welk, all ayes on voice vote, the motion carried 4-0.

**DISCUSS/ACT TO APPROVE THE MINUTES OF JUNE 21, 2021 AND JUNE 22, 2021**

Motion by Dart to approve the June 21, 2021, and June 22, 2021, meeting minutes, second by Volk. 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 TO ESTABLISH AN ELIGIBILITY LIST FOR DEPUTY SHERIFF**

Sheriff Hartman stated that he is looking to hire deputies. There is currently one vacancy and a deputy retiring on October 1, 2021. Sheriff Hartman stated he anticipates additional retirements in 2021, and is seeking approval to begin the eligibility list process.

The Committee discussed dates to conduct interviews and meetings as part of the recruitment process. The Committee agreed November 12, 2021, and November 15, 2021, would be acceptable dates.

Motion by Dart to allow Sheriff Hartman to begin the hiring process for deputies, second by Welk. All ayes on voice vote, motion carried 4-0.

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

Sheriff Hartman stated that the promotional matrix requires some modifications and he would anticipate placing this item on the agenda in the future.

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

As stated earlier, the Committee set the following meeting dates:

November 12, 2021 08:00 a.m.

November 15, 2021 12:00 p.m.

**CLOSED SESSION:**

Motion by Welk 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. Topic: Interviews for Patrol Sergeant. Motion seconded by Volk, all ayes on roll call vote as follows: Volk aye, Melms aye, Welk aye, Dart aye. All ayes on voice vote, the motion carried 4-0 and the Commission entered closed session at 12:10 p.m.

**RETURN TO OPEN SESSION**

Motion by Dart to return to open session, second by Volk. On roll call vote as follows: Volk aye, Melms aye, Welk aye, Dart aye. All ayes on voice vote, the motion carried 4-0 and the Commission returned to open session at 1:36 p.m.

Motion by Volk, second by Welk to certify Brian Keller and Nancy Reklau for the Patrol Sergeant positions. All ayes on voice vote, the motion carried 4-0.

**PUBLIC COMMENTS**

No public comments

**ADJOURN**

Motion by Dart to adjourn, second by Volk, all ayes on voice vote, the motion carried 4-0 and the meeting adjourned at 1:41 p.m.

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Timothy Melms, Chairman

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Jill Butzlaff, Recording Clerk