

**MINUTES OF THE ONEIDA COUNTY
CIVIL SERVICE COMMISSION
November 6, 2023**

COMMISSION MEMBERS PRESENT: Chairman Tim Melms, Bernie Dart, Harry Whidden, Pete Tenderholt, and Jeff Welk.

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Sheriff Grady Hartman, 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 Whidden to approve the agenda, second by Tenderholt, all ayes on voice vote, motion carried 5-0.

DISCUSS/ACT TO APPROVE THE MINUTES OF JUNE 2, 2023.

Motion by Welk to approve the minutes of June 2, 2023, second by Dart, all ayes on voice vote, motion carried 5-0.

PUBLIC COMMENTS

No public comment.

DISCUSS/ACT ON CORRESPONDENCE OR BILLS

There was no correspondence or bills.

DISCUSS/ACT CHIEF DEPUTY VACANCY

Sheriff Hartman announced that Chief Deputy Dan Hess would retire on January 8, 2024. The Sheriff stated there is a need to start the recruitment process. The Sheriff distributed the job description, and did not recommend any changes. Brief discussion followed regarding job qualifications and pros and cons of internal or external recruitment processes.

Motion by Tenderholt to conduct an internal recruitment for the Chief Deputy position, second by Whidden, all ayes on roll call vote as follows: Whidden aye, Tenderholt aye, Melms aye, Welk aye, Dart aye. The motion carried 5-0.

The Sheriff stated he would like to discuss a deadline for applications; however, that could be done following the discussion on the Deputy eligibility list.

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. Topics: Retirements,

Resignations or Promotions since June 2, 2023 meeting. Motion seconded by Whidden, all ayes on roll call vote as follows: Whidden aye, Tenderholt aye, Melms aye, Welk aye, Dart aye. The motion carried 5-0 and the Commission entered closed session at 12:15 p.m.

RETURN TO OPEN SESSION

Motion by Whidden to return to open session, second by Dart. On roll call vote as follows: Whidden aye, Tenderholt aye, Melms aye, Welk aye, Dart aye, and the Commission returned to open session at 12:43 p.m.

DECISIONS WHILE IN CLOSED SESSION

There were no motions to announce in open session.

DISCUSS/ACT TO ESTABLISH AN ELIGIBILITY LIST FOR DEPUTY SHERIFF

Due to the latest vacancies discussed in closed session, the Committee determined there was a need to establish a new eligibility list for Deputy Sheriff. The process and interviews were scheduled for January 12, 2024.

DISCUSS/ACT CHIEF DEPUTY VACANCY

The Commission determined they would conduct interviews for Chief Deputy on the same date as Deputy Sheriff on January 12, 2024. The Commission requested a letter of interest for the Chief Deputy candidates.

DISCUSS/ACT ON ANY FUTURE AGENDA ITEMS

No additional discussion.

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

The next meeting was scheduled for:

January 12, 2024 09:00 a.m.

PUBLIC COMMENTS

No public comments.

ADJOURN

Motion by Welk to adjourn the meeting, second by Dart, motion carried 5-0, and the meeting was adjourned at 12:45 p.m.

Timothy Melms, Chairman

Jill Butzlaff, Recording Clerk