

**MARATHON COUNTY CIVIL SERVICE COMMISSION  
MEETING MINUTES**

HR Conference Room – Marathon County Courthouse  
October 17, 2023 at 2:00 p.m.

<b>Members</b>	<b>Present</b>	<b>Absent</b>
Kelly Zagrzebski, Chair	X	
Ann Werth, Vice Chair	X	
Dave Piehler, Secretary	X	
Roger Luce	X (Webex)	
Kelly Hladovcak	X (Webex)	

STAFF/GUESTS: Sheriff Billeb, Chief Deputy Millhausen, Sue Fox, Trista Murphy,

1. Call to Order and Roll Call: The meeting was called to order by Chair Zagrzebski at 2:00 p.m. Roll call was taken as indicated above.
2. Public Comment Period: No public comment.
3. Approval of the April 14, 2023 Civil Service Commission Meeting Minutes: Motion by Werth, seconded by Luce, to approve the minutes. Motion carried unanimously.
4. Education / Discussion / Sheriff Office Updates:
  - Detective Interviews are scheduled for Civil Service Commission and Outside Panel all day on Thursday, December 7, 2023.
  - Lieutenant Interviews are scheduled for Civil Service Commission and Outside Panel on Friday, December 8, 2023.
  - The Sheriff provided the following updates on upcoming vacancies/retirements. We anticipate 3 Lieutenant vacancies: Stroik to return to Detective (family commitments) and two retirements. Detective Roy Koplitz will retire the end of 2023. We have had opportunities for some transfers/promotion among divisions.
  - The Sheriff Command Staff revamped the written exams for Detectives and Lieutenant promotions based on feedback from past promotional opportunities.
  - After recent Patrol Deputy recruitment, staffing is looking good.
5. Operational Function required by Statute, Ordinance, or Resolution:

Closed Session: Motion by Piehler seconded by Luce to convene into closed session pursuant to Wis. Stats., Sec 19.85(1)(c) for the Civil Service Commission to develop and update interview questions to be used for Detective and Lieutenant Interview to be conducted December 7 & 8. Roll call vote to go into closed session. Motion carried unanimously.

Return to open session: Motion by Hladovcak, seconded by Werth to return to open session at 3:31 p.m. Roll call vote to return to open session. Motion carried unanimously.
6. Announcements: Interview Schedules, Questions, Evaluations and Candidate materials will be shared with Commission members the last week of November by HR staff.
7. Adjourn: Motion was made by Piehler and seconded by Hladovcak to adjourn. Meeting adjourned at 3:33 p.m.

Draft prepared by Trista Murphy  
Reviewed and edited by Dave Piehler, Secretary