



**MARATHON COUNTY
CIVIL SERVICE COMMISSION**

AGENDA

Date & Time of Meeting: **April 14, 2023, at 8:30 a.m.**

Meeting Location: Marathon County Courthouse
Assembly Room
500 Forest Street, Wausau WI

Committee Members: Kelly Zagrzebski, Chair; Ann Werth, Vice-Chair; Dave Piehler -Secretary,
Roger Luce, Kelly Hladovcak

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Agenda Items

1. Call Meeting to Order. Roll call of committee members
2. Public Comment Period
3. Approval of the January 25, 2023, Civil Service Commission meeting minutes
4. Operational Function required by Statute, Ordinance, or Resolution:
 - A. Closed Session: Motion to convene into closed session pursuant to Wis. Stats., Sec 19.85(1)(c) for the Civil Service Commission to conduct interview for a Captain – Patrol Eligibility List. The first interview is scheduled to begin at 8:45 a.m.
 - B. Return to Open Session: Motion to return to open session and possible announcements on closed session items.
5. Educational Presentation/Discussion:
6. Announcements:
7. Adjourn:

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at (715) 261-1500 one business day before the meeting.

SIGNED: /s/ Dave Piehler / Sue Fox
Presiding Officer or Designee

This agenda was faxed to the Wausau Daily Herald, City Pages & other media groups

On 03/29/23, at 2:00 pm, by TM

This notice was posted at the Marathon County Courthouse

On 03/29/23, at 2:00 pm, by TM

**MARATHON COUNTY CIVIL SERVICE COMMISSION
MEETING MINUTES**

Assembly Room – Marathon County Courthouse
January 25, at 1:00 p.m.

| Members | Present | Absent |
|-------------------------|----------------|---------------|
| Kelly Zagrzebski, Chair | X | |
| Ann Werth, Vice Chair | X | |
| Dave Piehler, Secretary | X | |
| Roger Luce | X | |
| Kelly Hladovcak | X | |

STAFF/GUESTS: Sue Fox, Trista Murphy, Chad Billeb, Nathan Olig

1. **Call to Order and Roll Call:** The meeting was called to order by Chair Zagrzebski at 1:00 p.m. Roll call was taken as indicated above.
2. Public Comment Period: No public commentary.
3. **Approval of the December 14, 2022 Civil Service Commission Meeting Minutes:** Motion by Hladovcak, seconded by Luce, to approve the minutes. Motion carried unanimously.
4. Operational Function required by Statute, Ordinance, or Resolution:

Closed Session: Motion by Piehler seconded by Werth to convene into closed session pursuant to Wis. Stats., Sec 19.85(1)(c) for the Civil Service Commission to conduct interviews for the Captain Eligibility List. A total of 1 interview will be conducted. Roll call vote to go into closed session. Motion carried unanimously.

Return to open session: Motion by Chair Hladovcak, seconded by Luce to return to open session at 2:10 p.m. Roll call vote to return to open session. Motion carried unanimously.

5. Educational Presentation/Discussion:
 - a. Although many improvements have been made to the process over the years the commission is very receptive to candidates' perceptions and ideas for improvement. One of the deputies came forward to discuss each step of the promotional process, leading to ideas that the commission can use to improve the entire process from from testing, to interviewing, feedback, and the flow of the process.
 - The written exams should be updated for Detective and Lieutenant. There are some outdated questions and references that are no longer common practice used within the exam. These exams were created several years back working with staff at NTC.
 - Scores from the outside panel are shared with the Civil Service Commission Chair. These numbers are then used to compile the final eligibility list. It would be helpful if the outside panel could provide additional feedback to support their scores. Maybe suggest a summary of strengths and weakness of each candidate. This additional information can be provided with the outside panel scores and shared with candidates who follow up with the Commission Chair for feedback on the process.
 - If there are stipulations associated with certain promotions, such as giving up certain special teams participation if accepting a promotional opportunity, it would be helpful if they were made known prior to the posting.
 - It was requested that as soon as scores become available, that they be shared with candidates. The most recent scores were delayed, leaving candidates waiting in anticipation, adding to the stress of the process. It does take some time for the Chair to compute the results and then for Human Resources to verify the calculations and send detailed scores to each candidate. Human Resources admits to conflicts that delayed this communication and will strive to get this out as soon as possible.
 - The Commission should continue offering candidates the opportunity to provide feedback after they participate in promotional process and to offer suggestion to improve the process. Candidates who have met with the Commissioners after the process have found it helpful.

- Candidates did appreciate having a member of the Commission available to kick off the written exam. For first time testers, it was a chance to do introductions, explain the process and allow the candidates to ask questions.
- The Commissioners also thought it be helpful for upcoming candidates to have opportunities for training or coaching on resume and cover letter preparation, and how to sell themselves in the interview.

The Commission is open to future conversation with Command Staff and Human Resources about steps that can be taken to enhance the experience and credibility of the promotional process to address the ideas and suggestions made above.

- b. **Introduction of New Deputies:** The Sheriff's Office is continuing introducing new deputies to the commission. K-9 Deputy Kyle McMullen, and Deputy Matt Mielke were introduced. Each deputy had the opportunity to introduce himself, explain how and why he decided to seek employment with Marathon County's Sheriff's Office, and present questions to the Commission Members. There was a pleasant exchange of backgrounds and stories.
6. **Announcements:** Next Meeting: April 18th, 2023, at 11:30 a.m. at Red Eye Brewing Company to meet and solicit feedback from former Sheriff Parks on the Civil Service Commission process.
7. **Adjourn:** Motion was made by Piehler and seconded by Hladovcak to adjourn. Meeting adjourned at 3:50 p.m.

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