

**MARATHON COUNTY CIVIL SERVICE COMMISSION
MEETING MINUTES**

Employee Resources Conference Room – Marathon County Courthouse
February 23, 2022, at 2:30 p.m.

Members	Present	Absent
Kelly Zagrzebski, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Werth, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dave Piehler, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roger Luce	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kelly Hladovcak	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STAFF/GUESTS: Sue Fox

1. **Call to Order and Roll Call:** The meeting was called to order by Chair Zagrzebski at 2:30 p.m. Roll call was taken as indicated above.
2. Public Comment Period: No public commentary.
3. **Approval of the October 26, 2021, Civil Service Commission Meeting Minutes:** Motion by Piehler, seconded by Werth, to approve the minutes. Motion carried unanimously.
4. Educational Presentation/Discussion:

Introduction of new Commissioner, Kelly Hladovcak.
5. Operational Function required by Statute, Ordinance, or Resolution:

a. All appointed member of the commission participated in taking and placing on file the official oath performed by Kim Trueblood, County Clerk.

b. Annual election of officers (Chairman, Vice Chairman, & Secretary)

Piehler nominated Zagrzebski for Chair and Werth seconded it – Roll call vote – approved.

Luce nominated Werth for Vice-Chair and Piehler seconded it – Roll call vote – approved.

Luce nominated Piehler for Secretary and Werth seconded it - Roll call vote – approved.

c. Review Civil Service Commission Rules – Dave Piehler

Dave shared and reviewed the DRAFT of Civil Service Rules. The sources of authority and responsibility of the Commission, and the requirement to promulgate rules was discussed, as was the process followed to prepare the draft rules. The proposed rules will be finalized, shared with the County Administrator and Corporation Counsel for feedback, and then published on the Civil Service Commission information page on the County website.

Some topics of discussion included:

- Will attendance at meetings by commissioners be allowed virtually?
- As a resource to the Sheriff's Office, what role if any might the CSC take related to grievances or discipline?
- Historically, the CSC has not been called upon for discipline or grievances. Chief Deputy Billeb shared that there have been no grievances during Sheriff Parks's term(s).
- A careful review of the Promotion Eligibility List Process for Detective, Lieutenant, Captain and Chief Deputy.
- Discussion related to the frequency of establishing future eligibility lists and possible consideration of establishing eligibility lists specific to the Division, as desired qualifications may vary.
- Commissioners and Sheriff Staff were all very appreciative of the efforts and research Piehler has put into these rules and are confident with the edits, we will have a final document to approve at our next meeting.

- The Civil Service Commission has the authority to create and edit these rules as needed.
- Commissioners agreed that once Piehler makes the edits discussed, the document will be ready for final consideration., the commissioners will work with County Clerk to update their web page to include these rules as well as any other updates needed.

6. **Announcements:** Discussion relate to a future meeting where commissioner may have the opportunity to have a tour of the Sheriff' Facilities. Target date of Mid to late March.

7. **Adjourn:** Motion was made by Piehler and seconded by Hladovcak to adjourn. Meeting adjourned.

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