

MARATHON COUNTY CIVIL SERVICE COMMISSION

Assembly Room – Marathon County Courthouse

October 21, 2022, at 1:00 p.m. – 3:00 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: Sheriff Parks, Chief Billeb, Molly Adzic, Trista Murphy, Sue Fox

1. **Call to Order and Roll Call:** The meeting was called to order by Chair Zagrzebski Roll call was taken as indicated above.
2. Public Comment Period: None
3. **Approval of the March 21, 2022, Civil Service Commission Meeting Minutes:** Motion by Luce, second by Werth to approve the minutes. Motion carried unanimously.
4. Educational Presentation/Discussion:
 - a. Staff/Hiring Update – Chief Billeb provided the commission with an update on the hiring activity in the Sheriff's Office. The Jail and Communication Divisions have been short staffed over the last few months. We are down 5-6 positions in Communications, and down about 9 positions in the jail. The Sheriff asked for Deputy volunteers to assist with coverage in the Jail and we are extremely pleased that 20 of our 36 Deputies are taking Jail shifts. Regarding Deputy recruitment, the Sheriff's office will have a vacancy on November 1, 2022 (retirement) and is requesting a double fill for a current Deputy who is deployed. A Deputy recruitment took place the last week of October and a Deputy Eligibility List has been established with seven experienced candidates. We will move forward with posting promotional opportunities and establishing an eligibility list in preparation of Sheriff Parks retirement 1/2/23, the election, and other possible moves within the Sheriff's Office.
 - b. Introduction of New Deputies: The Sheriff's Office coordinated introductions of four Deputies: Deputy Scott Schlei, Deputy Anthony Bonisolli, Deputy Joshua Bigger, and Deputy Shane Thatcher. Each officer had the opportunity to introduce themselves, explain how and why they decided to seek employment with Marathon County's Sheriff's Office, and present a question to the Commission Members. It was very interesting getting to know a little more about each of the Deputies. There was a pleasant exchange of backgrounds and stories, and this provided an opportunity of new members of the department to meet commission members and better understand the role that Civil Service plays in promotional recruitments. Commission members also appreciated the chance to meet these individuals. We will continue to make these introductions available at future meetings as well as providing educational division tours.
 - c. Due to a scheduling conflict with Lieutenant Will Stuart, the Detective Bureau Tour will be rescheduled for the next meeting.
5. Operational Function required by Statute, Ordinance, or Resolution: At the request of the Sheriff's Office the Civil Service Commission will conduct promotional recruitment opportunities for: Detectives, Lieutenants, Chief Deputy, and Captain (specific to Division). See attached calendar for highlighted dates. The Civil Service Commission will schedule a meeting in early November to prepare and finalize interviews, evaluations, and determine essay questions for Chief Deputy and Captain promotions.

The following dates were established:

 - a. **November 9, 2022.** Written Detective Exam. Test offered at 9 a.m. and 5 p.m. (Member of CSC will kick off tests) Sheets Training Room in Sheriff's Office
 - b. **November 29 and 30, 2022 (Full Days)** Detective interviews with Civil Service and Outside Panel
 - c. **December 5, 2022.** Written Lieutenant Exam. Test offered at 9 a.m. and 5 p.m. (Member of CSC will kick off tests) Sheets Training Room in Sheriff's Office
 - d. **December 14, 2022 (Full Day)** Lieutenant Interviews in morning with CSC and Outside Panel and Chief Deputy Interviews in afternoon with CSC.

e. **January 25, 2022** (Full Day) Captain Interviews with CSC

2. Announcements: Next Meeting will be November 10, 2022, 11:00 a.m. until 1:00 p.m.

a. Tour of Detective Bureau / Narcotics Task Force (Lieutenant Will Stuart)

b. Finalize Questions/Essays – Closed session

3. Adjourn. Motion by Hladovcak, second by Zagrzebski to adjourn. Motion carried unanimously. Meeting adjourned at 2:45 p.m.

Minutes prepared by Sue Fox, Human Resource Analyst