



**MARATHON COUNTY  
CIVIL SERVICE COMMISSION**

**AMENDED AGENDA**

Date & Time of Meeting: **November 10, 2022, at 11:00 a.m. – 1:00 p.m.**

Meeting Location: Marathon County Courthouse and Sheriff Facilities  
**Employee Resources Conference 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 October 21, 2022, Civil Service Commission meeting minutes
4. Educational Presentation/Discussion:
  - a. Tour of Detective Bureau / Narcotics Task Force (Lieutenant Will Stuart)

A quorum of members of the Civil Service Commission will be present within protected areas of the Marathon County Sheriff's Office facility for a tour. Committee members will be present; however, no action will be taken by the committee during this tour and no government business will be conducted. The facility maintains the right to determine which persons are permitted or restricted from access. This notice is provided in accordance with *State ex rel. Badke v. Greendale Village Bd.*, 173 Wis.2d 553, 494 N.W.2d 408 (1993).

5. Operational Function required by Statute, Ordinance, or Resolution:
  - A. Consideration of proposal to amend the Civil Service Commission Rules relating to qualifications for Chief Deputy and the Commission's role in performance evaluations of sworn personnel, and possible action thereon.
    - a. Proposal to amend Rule 6.3.4.1 qualification of Chief Deputy
    - b. Proposal to amend Rules 4.7 and 4.8 to address Commissions role in performance evaluations.
  - B. Review updated recruitment schedule for sworn positions in the Sheriff's office.

C. Closed Session:

- a. Motion to convene into closed session pursuant to Wis. Stats., Sec 19.85(1)(c) for the Civil Service Commission to plan for future recruitments and interviews. Development of interview questions, review interview evaluation and determine topics for essays:
  - i. Detective
  - ii. Lieutenant
  - iii. Chief Deputy (Essay & Questions)
  - iv. Captain (Essay & Questions) This promotional opportunity, if needed will be based on the specific division where the vacancy exists.

D. Return to Open Session:

- a. Motion to return to open session and possible announcements on closed session items.

E. Announcements:

F. 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 11/09/2022 at 11:10am by Trista Murphy

This notice was posted at the Marathon County Courthouse \_\_\_\_\_

On 11/09/2022 at 11:10am by Trista Murphy

## 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

# OCTOBER 2022

# NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 POST DETECTIVE	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OCT-30	OCT-31	1	2	3 DEADLINE DETECTIVE	4	5
6 POST LT	7	8	9 DETECTIVE EXAM	10	11 POST CHIEF DEPUTY	12
13	14	15	16	17 DEADLINE LIEUTENANT	18	19
20	21 DEADLINE CHIEF DEPUTY	22	23	24	25	26
27	28	29 DETECTIVE CHIEF DEPUTY ESSAY ASSIGNED	30 DETECTIVE INTERVIEWS			

# DECEMBER 2022

# JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 DETECTIVE LIST READY	3
4	5 LT EXAM	6 CHIEF DEPUTY ESSAY DUE	7	8	9	10
11	12	13 LIEUTENANT INTERVIEWS CHIEF DEPUTY INTERVIEWS	14	15	16 CHIEF DEPUTY & LIEUTENANT LISTS READY	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 POST CAPTAIN BY DIVISION	4	5	6	7
8	9	10	11	12 DEADLINE CAPTAIN	13 CAPTAIN ESSAY ASSIGNED	14
15	16	17	18	19	20 CAPTAIN ESSAY DUE	21
22	23	24	25 CAPTAIN INTERVIEWS	26	27 CAPTAIN LIST READY	28
29	30	31				