

Chair Wally Obermann called to order the meeting of the Civil Service Commission at 9:00 am on Friday, March 22, 2013 in the Courthouse Conference Room #2, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

**Civil Service Commission members present:** Wally Obermann, Dan Meyer, Patrick Norris, Jim Sherwood, Deb Preuss, Janna Kahl

**Others Present:** Sheriff Tomlanovich, Chief Deputy Fath, Jail Administrator Weiss

**Approve agenda:** Motion by D. Meyer, seconded by J. Sherwood, to approve the agenda to be discussed in any order by the Chair. All voting aye, carried.

**Approve minutes:** Motion by D. Meyer seconded by P. Norris, to approve the February 15, 2013 meeting minutes. All voting aye, carried.

**Check history report:** Motion by D. Preuss, seconded by J. Sherwood, to approve the check history report. All voting aye, carried.

**Research Forum Article:** The article was discussed by the Commission, especially as it pertains to citizen complaints. Motion by J. Sherwood, seconded by P. Norris, to place the article on file for the Commission. All voting aye, carried.

**Employment Background Investigation and Offer to Hire Policy:** This policy is modeled after Brown County, but formalizes the VISO current procedures. Motion by D. Preuss, seconded by J. Sherwood, to place this policy on file as a working document. All voting aye, carried.

**Review Civil Service Ordinance:** No changes at this time. Motion by D. Meyer, seconded by P. Norris, that the ordinance has been reviewed by the Commission, and it is accepted as presented. All voting aye, carried.

**Closed session:** Motion by D. Meyer seconded by J. Sherwood, to convene into closed session, pursuant to Wis. Stat. §19.85(1)(c), for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Correctional officer applications). All voting aye, carried. Motion by D. Meyer, seconded by J. Sherwood, to convene closed session pursuant to Wis. Stat. §19.85(1)(c), and return to open session. All voting aye, carried.

**Committee may take action on matters discussed in closed session:** Motion by D. Meyer, seconded by J. Sherwood to allow the candidate who did not submit a response for Section 6 until Wednesday, March 27 at 4:00 pm to submit a response. All voting aye, carried.

**Page 2 of 2**

Motion by J. Sherwood, seconded by D. Preuss, to allow the candidate who passed the written test less than one year ago to forego the written test for this testing round. All voting aye, carried.

J. Kahl will confirm with Corporation Counsel on whether the eligibility list is a matter of public record.

**Letters and communications:** None.

**Next Meeting Date:** April 25 at 9:00 am

**Adjournment:** Motion by D. Preuss, seconded by J. Sherwood, to adjourn the meeting at 10:35 am. All voting aye, carried.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or commission. Respectfully submitted by: Janna Kahl, Human Resources Director