

**MINUTES OF THE ONEIDA COUNTY
CIVIL SERVICE COMMISSION
MAY 12, 2015**

COMMISSION MEMBERS PRESENT: John Vanney, Bernie Dart, Pat Volk, Mary Martin, and Tim Melms.

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Sheriff Grady Hartman, Recording Secretary Jill Butzlaff, Captain Lloyd Gauthier, and Captain Terri Hook.

CALL TO ORDER

Chairman Vanney called the meeting to order at 12:04 p.m. at the Oneida County Law Enforcement Center. The meeting was properly noticed in accordance with Wisconsin Open Meetings Laws.

DISCUSS/ACT TO APPROVE AGENDA

Motion by Dart to approve the agenda, second by Volk. All ayes on voice vote, the motion carried 5-0.

CLOSED SESSION

Motion by Volk, second by Martin to go into closed session pursuant to §19.85(1)(c) WI Stats considering employment, promotions, compensation or performance evaluation data of any public employee over which this body had jurisdiction or responsibility. To interview applicants to establish an eligibility list for Detective Sergeants in the Oneida County Sheriff's Department. All ayes on roll call vote as follows: Vanney aye, Martin aye, Dart aye, Melms aye, Volk aye. The motion carried 5-0 and the Commission entered closed session at 12:05 p.m.

Motion by Dart to return to open session, second by Melms. All ayes on roll call vote as follows: Vanney aye, Martin aye, Dart aye, Melms aye, Volk aye. The motion carried 5-0 and the Commission returned to open session at 1:20 p.m.

Chairman Vanney announced that the Commission had interviewed three applicants for Detective Sergeant and one applicant had been interviewed the previous day. Chairman Vanney provided Sheriff Hartman with a list of the top candidates.

REVIEW AND DISCUSS CHANGES IN THE SHERIFF'S DEPARTMENT EVALUATION FORM

Sheriff Hartman provided the Commission members with the new evaluation form. Captain Gauthier noted that he had been asked to work on the evaluation and that the finished product was a result of working with the Sergeants. Gauthier noted there are core competencies and a five scale ranking system on the new form. Gauthier also stated that Sergeants would be meeting with the employees quarterly, but only submitting one evaluation form at the end of the year. Brief discussion followed regarding the frequency of the meetings with the employees, details of the scoring and

the description of the categories on the new form. Gauthier and Hook noted they would like to begin using the form June 1st and recommended approval.

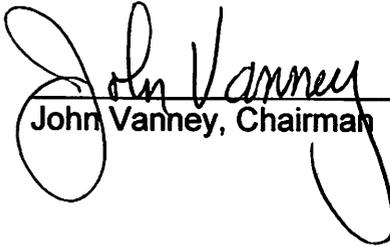
Motion by Melms to approve and implement the new Performance Review Evaluation Form for Deputies and all Supervisors above Deputies, second by Dart.

It was suggested the document be renamed to reflect that it would be used for Supervisors.

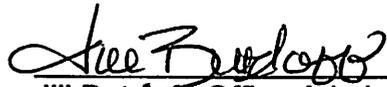
All ayes on voice vote, the above motion carried 5-0.

ADJOURN

Motion was made by Martin to adjourn, second by Volk. All ayes on voice vote, the motion carried 5-0 and the meeting adjourned at 2:00 p.m.



John Vanney, Chairman



Jill Butzlaff, Office Administrator