

Human Resources Director, Janna Kahl, called to order the meeting of the Civil Service Commission at 9:00 am on Monday, December 17, 2012 in the Courthouse Conference Room #1, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

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

Others Present: Sheriff Tomlanovich, Captain Kennedy, Jail Administrator Weiss, Lt. Collins, Lt. Soltow, Dave Alleman, Steve Favorite, Mark Rogacki, Carol Krebs.

Filing of the official oath: County Clerk Alleman led the Commission members in the filing of the official oath.

D. Alleman left the meeting.

Election of Commission Chair and Vice Chair: J. Kahl requested nominations for Commission Chair. Motion by P. Norris to nominate D. Preuss for Commission Chair. Motion withdrawn by P. Norris. Motion by D. Preuss, seconded by D. Meyer, to nominate W. Obermann for Commission Chair. J. Kahl called three times for additional nominations. Hearing none, the motion was called for question. All voting aye, carried.

Chair W. Obermann requested nominations for Commission Vice Chair. Motion by J. Sherwood, seconded by P. Norris, to nominate D. Preuss for Commission Vice Chair. W. Obermann called three times for additional nominations. Hearing none, D. Preuss was appointed as Commission Vice Chair.

S. Favorite left the meeting.

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

Correction Officer eligibility list: F. Tomlanovich stated that the jail currently has one full-time and two part-time CO vacancies. There is also the potential for two more full-time vacancies, in consideration of the jail sergeant vacancy and additional participation in the County-wide Reduction in Force. In preparation for these vacancies, the Sheriff's Department conducted the written and physical agility tests for the CO positions last week. The Commission will conduct the interviews of the eligible candidates. F. Tomlanovich stated his department uses position-specific interviewing questionnaires for all candidates. F. Tomlanovich addressed the double bunking minimum staffing requirements (for full-time and part-time employees), as set forth by the State, and pursuant to a standing County Board resolution. F. Tomlanovich stated that the timeline in filling vacancies to achieve the minimum staffing levels is a gray area, but there is consideration if the County is actively pursuing the filling of vacancies.

B. Weiss stated that the CO candidate pool began with 33 candidates, 22 were invited to test last Wednesday and Thursday, 18 candidates were tested, and all 18 candidates passed the written examination. In the past, the Sheriff's Department used a sliding percentage scale for determination of pass/fail for the physical agility test. J. Sherwood suggested using the same pass/fail threshold of the written examination (70%) to apply to the physical agility testing. Using those guidelines, there are 12 remaining candidates eligible for an interview.

Lt. Collins stated the same physical agility test has been used by the Sheriff's Department for the last 20 years. It tests the candidates' upper body strength, abdominal strength, flexibility, and a 1.5 mile run. There is also a graduated scale for the candidates' age. Lt. Collins stated that other agencies use a fitness course that is geared towards the nature of the position, which would be beneficial for VISO, but there is currently a lack of available options for such a course. D. Meyer asked if there are physical exams administered after the employee is hired, and the Sheriff's Department personnel responded that there are not. F. Tomlanovich then introduced his staff that was present at the meeting.

The Commission stated they would like to review the written test contents and interview questions, which will be taken in closed session, at their next meeting.

B. Weiss noted the importance of also maintaining the proper male/female ratios of his staff.

Jail Sergeant vacancy: F. Tomlanovich stated that there had been a Jail Sergeant eligibility list created this summer that could be used by the Commission for filling the vacancy that will occur on January 19, 2013. That list was created by having the interested personnel notifying the Sheriff of their interest, being administered a written examination, and then being interviewed by a set of questions that were developed by the Chief Deputy. The Commission agreed that due to the recent creation of the eligibility list, that it would be used for the upcoming Sergeant vacancy.

Set next meeting date: December 27th at 9 am to review the written and physical agility tests, interview questions and the Jail Sergeant eligibility list, in closed session.

B. Weiss indicated that the VISO is hosting a four-week Jail Academy, beginning on January 28. This is offered through Nicolet Technical College, but as hosts, the cost of the training is free for Vilas County enrollees.

The Commission also established a CO interview date of January 3, at 8:30 am. The Commission discussed that testing scores will not be disclosed to candidates until following the completion of oral interviews and a composite score is obtained.

The Commission also discussed the psychiatric evaluations that will now be conducted on the CO candidates. Dr. Douglas Cybela in Wausau administers the evaluations, and the results typically take several weeks to complete.

The Commission members were offered a ride along with a patrol Deputy.

Jail/VISO tour: The Commission members were given a tour of the jail, dispatch center, and front offices of the Sheriff's Department.

Adjournment: Motion by D. Meyer, seconded by J. Sherwood, to adjourn the meeting at 10:50 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