

May 6, 2019

**DOUGLAS COUNTY CIVIL SERVICE COMMISSION**  
**Tuesday, May 14, 2019, 10:00 a.m., Courthouse, Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Please call the County Clerk's Office (715-395-1569) if you are unable to attend.

MEMBERS: Richard Berchild  
Sandra Waletzko  
Paul Johnson

Mary Jane Wesolowski  
Del Kangas

**A G E N D A**

(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time.)

1. Roll call.
2. Approval of minutes of the April 26, 2017, meeting (attached).
3. Action items:
  - a. Election of officers; and
  - b. Civil Service Commission for Sheriff's Department Ordinance amendment (attached).
4. Informational items:
  - a. Human Resources staffing report - patrol division;
  - b. Status eligibility lists for deputies; and
  - c. Parliamentary procedure (attached).
5. Future agenda items.
6. Adjournment.

Cc: Shelley Nelson (Telegram) Ann Doucette Tom Dalbec Jerry Moe  
Carolyn Pierce Susan Sandvick Linda Corbin County Board Supervisors  
Douglas County Website Chris Hoyt Bob Galovich

NOTE: Attachments to agenda are available in County Clerk's Office for review or copying. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Telegram Copied



5-6-19

Name

Date

**DOUGLAS COUNTY CIVIL SERVICE COMMISSION**  
**Wednesday, April 26, 2017, 1:00 p.m., Courthouse, Room 207C**  
**1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Robert Marcuk.

**ROLL CALL:** Present – Robert Marcuk, Sandra Waletzko, Del Kangas, Mary Jane Wesolowski, Paul Johnson. Others present – Tom Dalbec, Tyler Edwards, Robert Galovich, Jerry Moe, Linda Corbin, Kaci Lundgren, Committee Clerk.

**APPROVAL OF MINUTES:** Motion by Kangas, second Johnson, to approve minutes of the July 27, 2016, meeting. Motion carried.

**ACTION ITEMS:**

**Election of Officers:** Elect new officers or retain current.

**ACTION:** Motion by Kangas, second Wesolowski, to retain current officers and cast unanimous ballot. Motion carried.

**Role of Commission:** High turnover in departments makes recruiting difficult; ordinance language too specific, causing delays with new hires. Commission to ensure hiring process is fair.

**Civil Service Commission for Sheriff's Department Ordinance Amendment:** To remove language that dictates hiring process to assist with hiring efficiency.

**ACTION (REFERRAL):** Motion by Kangas, second Johnson, to approve ordinance as amended, to include removal of paragraphs three, four and five under Section III. A., and refer to Public Safety Committee, contingent on Corporation Counsel approval. Motion carried.

**HUMAN RESOURCES REPORT:**

**Jail Division:** 4 new hires (4 released during probation period); 3 resignations; 2 promotions; 1 contingent job offer.

**Patrol Division:** 1 retirement; 1 resignation.

**STATUS AND EXPIRATION OF ELIGIBILITY LISTS:**

**Jailers:** List recently exhausted; currently recruiting.

**Deputies:** Names are remaining on eligibility list; active until January 2018.

**FUTURE AGENDA ITEMS:** Ordinance amendments.

**ADJOURNMENT:** Motion by Waletzko, second Kangas, to adjourn. Motion carried. Meeting adjourned at 2:12 p.m.

Submitted by,  
Kaci Lundgren, Committee Clerk

## 2.0 CIVIL SERVICE COMMISSION FOR SHERIFF'S DEPARTMENT

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DOUGLAS DOES ORDAIN AS FOLLOWS:

### SECTION I. DECLARATION OF POLICY

This ordinance is intended to re-establish a County Civil Service Commission (hereinafter referred to as "Commission") for the selection of certain covered job classes within the Douglas County Sheriff's Office. The following are the covered job classes under the Commission's jurisdiction: **Law Enforcement positions under the Patrol Division of the Sheriff Department.** ~~Chief Deputy, Jail Administrator, Patrol Lieutenant Jail Lieutenant, Patrol Sergeant, Jail Sergeant, and Patrol Deputy and Jail Officer.~~ The ordinance is enacted under the authority granted by Wisconsin Statutes 59.26(8), 59.52(8) and Chapter 63.

### SECTION II. CIVIL SERVICE COMMISSION

- A. The Commission shall consist of five (5) members, all of whom shall be legal residents of Douglas County. Appointments shall be made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. No person holding an elective office or appointive public position or office of any sort in Douglas County government shall be appointed to the Commission.
- B. Members of the Commission shall be appointed by the County Administrator, subject to confirmation by the County Board, to five-year staggered terms commencing on the first day of January succeeding appointment. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator, subject to confirmation by the County Board, shall appoint one member of such Commission to hold office for the term of five(5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified.
- C. The Commission shall annually elect one of their members as chairperson and one as vice chair.
- D. Every person appointed to the Commission shall take and file the official oath.
- E. Each member of the Commission shall be paid compensation for

attending meetings and shall be paid at the rate set by the County Board for miles traveled to attend meetings of said commission and for other work of the commission.

- F. The County Board of Supervisors shall provide the necessary supplies and conveniences to enable the Commission to perform its duties.

### SECTION III. CIVIL SERVICE COMMISSION DUTIES RESPONSIBILITIES

- A. To conduct examinations of applicants for the covered job classes in the Sheriff's Office of Douglas County pursuant to and in accordance with Sections 59.26(8), 59.52(8), and 63.01 to 63.17 (so far as consistent with the aforementioned provisions except Sections 63.03, 63.04 and 63.15 Wisconsin Statutes and except the provision governing minimum compensation of the Commissioners) Wisconsin Statutes.

- 1. The following are the covered job classes under Civil Service Commission jurisdiction: Law Enforcement positions under the Patrol Division of the Sheriff Department.  
Chief Deputy, Jail Administrator, Patrol Lieutenant Jail — Lieutenant, Patrol Sergeant, Jail Sergeant, and Patrol Deputy and Jail Officer.
- 2. Said positions shall be filled by appointment by the sheriff from a list of all persons with the three (3) highest scores for each position based on a competitive examination.
- 3. If the sheriff fills a position by promotion, the sheriff shall make the appointment to the position from a list of three (3) Douglas County Sheriff Office employees who receive the highest scores in a competitive examination.

- ~~B. All other administrative responsibilities and duties, including fixing the number of Deputy Sheriffs to be appointed, position descriptions, classification of positions, residency requirements, compensations, benefits, attendance, vacations, sick leave, hours of work, tours of duty or assignments according to seniority, employee grievance procedure, disciplinary actions, separations for just cause, layoffs, etc., lie with the Board of Supervisors.~~

### SECTION IV. RULES AND REGULATIONS

- A. Commissioners shall prepare and adopt such rules and regulations as, in their judgment, are necessary for the Commission to carry out its duties.
- B. Such rules and regulations shall be adapted to secure the best service for

Douglas County and the Douglas County Sheriff's Department, and as shall tend to promote expedition and speed the elimination of all unnecessary formalities in making appointments.

- C. The current edition of "Robert's Rules of Order" shall be the Commission's parliamentary authority. The commission may adopt such special rules of order as it finds needed to supplement or modify the rules contained in "Robert's Rules of Order".
- D. Such rules and regulations shall be consistent with applicable provisions of the Wisconsin Statutes, Wisconsin Administrative Code, Common Law and this ordinance.
- E. Such rules and regulations shall be printed, with a current copy filed with the Douglas County Clerk, and available for public inspection.

#### SECTION V. REPEALER

Upon publication, this Ordinance will repeal all previous Civil Service Ordinances and amendments now in existence.

#### SECTION VII. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage and publication.

Dated this 15<sup>th</sup> day of June, 2017.

**PARLIAMENTARY PROCEDURE FOR CIVIL SERVICE COMMISSION**

**PREPARED BY THE COUNTY CLERK**

**Agenda/Meeting Rules**

The Civil Service Commission follows rules set by:

- State statutes: “Open Meetings Law”;
- Ordinance #2.0, Civil Service Commission for Sheriff’s Department;
- Robert’s Rules of Order.

How do items get on an agenda?

- Submitted by department heads;
- Referred from other committees, the board, etc.;
- Referred from previous meeting;
- Committee order;
- Requested by chair.

Agenda preparation

- By County Clerk staff or other designated staff;
- Generally, sent out a week prior to meeting;
- Agendas posted, as required by law and provided to local paper;
- Agendas posted to web site;

Additional points:

- Agenda items should be specific (AG opinion);
- Only items specifically listed on agenda are to be discussed.

**Minutes**

Purpose:

- Serves as official record of the proceedings of the governing body;
- Captures substance of official action taken.

What to record:

- Legal requirement – “substance”:

...”an intelligible abstract or synopsis of the essential elements of the official action taken by the governing body, including the subject matter of a motion, the persons making and seconding the motion, and the roll call vote on the motion, ... {985.01(6)}

## **Meetings**

To run effective meetings, Chair needs to:

- Start on time;
- Follow Robert’s Rules of Order;
- Announce agenda items;
- Restate motions – make sure intent is clear;
- Announce outcome;
- Maintain order.

How to maintain order?

- Limit discussion to topic at hand;
- Do not allow cross talk and cut-off redundant discussion;
- Stick to agenda sequence, if possible.

Role of Chair is to be impartial facilitator – preside, not influence, conduct fair proceedings, but:

- Has all member rights (make & second motions, debate, discuss, vote – Chair may want to limit his/her right to debate; may vacate chair to debate; vote last);
- Decides procedural issues.