



Door County  
**CIVIL SERVICE COMMISSION**

DOOR COUNTY GOVERNMENT CENTER  
421 NEBRASKA STREET  
STURGEON BAY, WISCONSIN 54235

**Minutes**

**January 14, 2019**

- I. Call Meeting to Order at 8:30 a.m.  
Meeting called to order by Chairman Bill Brey at 8:30 a.m.
- II. Establish a Quorum ~ Roll Call  
Members present: Bill Brey, Bill Larson, Sharon Haines, Joe Wautier  
  
Also present: Michelle Paschke, HR Generalist, Jeff Farley
- III. Adopt Agenda  
Motion by Joe Wautier, second by Bill Larson to approve agenda. Motion carried.
- IV. Approve Minutes of December 18, 2018  
Motion by Sharon Haines, second by Bill Larson to approve minutes. Motion carried.
- V. Correspondence –Letter of Resignation – Tim Herlache  
Motion by Bill Larson, second by Joe Wautier to accept the letter of resignation. Motion carried.
- VI. Introduction – New Civil Service Commission Member – Jeff Farley – will fulfill remainder of term until December 2020. Must be approved by DCB.
- VII. Adjourn into Executive Session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per S.S. 19.85 (1)(c) – Approve Jail Lieutenant Written Test Scores, Approve Road Sergeant Written Test Scores, Conduct Oral Interviews – Jail Lieutenant, Conduct Oral Interview – Road Sergeant. Motion by Bill Larson, second by Sharon Haines to adjourn to Executive Session. Motion carried.
- VIII. Reconvene into Open Session  
Motion by Bill Larson, second by Joe Wautier to reconvene into open session. Motion carried.
- IX. Accept / Reject Jail Lieutenant Written Test Scores  
Motion by Joe Wautier, second by Sharon Haines to accept four (4) Jail Lieutenant Written Test Scores. Motion carried.
- X. Accept / Reject Road Sergeant Written Test Scores.  
Motion by Sharon Haines, second by Bill Larson to accept two (2) Road Sergeant Written Test Scores. Motion carried.
- XI. Accept / Reject Jail Lieutenant Interview Scores  
Motion by Joe Wautier, second by Bill Larson to accept four (4) Jail Lieutenant Interview Scores. Motion carried.
- XII. Accept / Reject Road Sergeant Interview Scores  
Motion by Bill Larson, second by Sharon Haines to accept two (2) Road Sergeant Interview Scores. Motion carried.
- XIII. Next meeting to be determined by Michelle Paschke, HR Generalist

“These minutes have not been reviewed and are subject to approval at the next regular committee meeting.”
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XIV. Adjourn

Motion by Sharon Haines, second by Bill Larson to adjourn. Motion carried. Time: 2:30 p.m.