

## **Village of Cottage Grove Police Commission**

### **Minutes of Public Zoom Meeting**

Wednesday, February 10, 2021

5:30 p.m.

Via Zoom

Present: Jeff Stadtmueller, Jennie Lueder, Cara Musick, Jess Robinson, Lt. Matt Wagner and Chief Dan Layber.

Absent: Joanna Williams

1. Call to order at 5:38 p.m.
2. Determined that agenda was properly posted, and that a quorum was present.
3. Public appearances: Public comment regarding anything that is not a specific agenda item.

No public appearances

4. Review and approve meeting minutes from September 16, 2020

Motion made by Jess Robinson to approve minutes, second by Jennie Lueder. Motion carried.

5. Discuss and Consider The Hiring Process For A New Officer

-A current officer has pursued a position with the Dane County Sheriff's Office, and Chief Layber wanted to proceed with a hiring process to be prepared in the event a vacancy occurs.

-The Commission approved the job description for the position.

-Chief Layber has received roughly 25 applications already and the deadline for application is 2/26/2021.

-The Commission supports the Chief in screening applications according to the job posting and confirming with Village administration that an in-person written exam can be performed on Village property. The Chief estimates the cost of advertising the position and buying 30 written exams will cost \$800-\$1000 and will confirm there is Police Commission budget to support this activity. Exam dates are likely to be in mid-March.

-In-person testing was specifically recommended and supported by the Commission to draw the best candidate pool. Accommodations for medical reasons will be considered given the current COVID-19 environment.

-Applicants who pass the written exam will be considered for oral interviews with the Police Commission, tentatively scheduled for March 24. The Chief would like 8-10 candidates certified by the Commission so that there is a sufficient pool to draw from, especially if an additional officer is approved in future budgets.

Next meeting date is tentatively set for Wednesday, March 24, 2021 at 5:30 p.m.

Motion to adjourn made by Jennie Lueder, second by Cara Musick

Meeting adjourned at 6:27 p.m.

Minutes submitted by Jeff Stadtmueller