



Civil Service Commission

Macomb County Sheriff's Office
40 North Main Street
Mount Clemens, MI 48043

COMMISSIONERS

Robert Stanley, Chairman
William A. Froberg, Vice-Chairman
Diane McGee, Commissioner

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, March 12, 2014 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, March 12, 2014 in the County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Court Building. The Chairman called the meeting to order at 9: 15 a.m. with the following members present:

Present: Robert Stanley, Chairman
Diane McGee, Vice-Chairman
William Froberg, Commissioner

Also present: Lt. Walter Zimny, Sheriff's Office Representative
Orletta Cross, Human Resources and Labor Relations
John Schapka, Corporation Counsel

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Commissioner Froberg to adopt the Amended Agenda for March 12, 2014, supported by Vice-Chairperson McGee. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chairperson McGee to approve the minutes of February 12, 2014 and February 26, 2014, supported by Commissioner Froberg. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2014 BUDGET

MOTION

A motion was made by Commissioner Froberg to receive and file the 2014 budget report, supported by Vice-Chairperson McGee. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairperson McGee to review and approve the Dispatcher Eligibility List dated March 12, 2014; supported by Commissioner Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE CORRECTION OFFICER ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairperson McGee to review and approve the Correction Officer Eligibility List dated March 12, 2014; supported by Commissioner Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairperson McGee to review and approve the Deputy Eligibility List dated March 12, 2014; supported by Commissioner Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE CORRECTIONS SERGEANT ELIGIBILITY LIST

MOTION

A motion was made by Commissioner Froberg to review and approve the Corrections Sergeant Eligibility List dated March 12, 2014; supported by Vice-Chairperson McGee. **THE MOTION CARRIED.**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT POSITION:

- Erik Simpson – Corrections Officer – Hired Effective 03/01/2014
- Andrew Ruddy – Dispatcher – Hired Effective 03/02/2014
- Sara Collins – Dispatcher – Hired Effective 03/03/2014
- Dane Seltzer – Corrections Officer – Hired Effective 03/03/2014
- Scott DeMuyneck – Corrections Officer – Hired Effective 03/17/2014

MOTION

A motion was made by Commissioner Froberg to receive and file the above listed Recommendations to Fill, supported by Vice-Chairperson McGee. **THE MOTION CARRIED.**

RECEIVE AND FILE TERMINATION FORM FOR:

- Christopher Bennett – Dispatcher – Discharged Effective 02/21/2014
- Eugene Groesbeck – Corrections Officer – Retired Effective 02/28/2014

MOTION

A motion was made by Commissioner Froberg to receive and file the above listed Termination Forms, supported by Vice-Chairperson McGee. **THE MOTION CARRIED.**

REVIEW PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS FOR:

- Robert Kozlowski – Dispatcher applicant
- Stacey MacDonald – Dispatcher applicant

MOTION

A motion was made by Commissioner Froberg to forward Denial for Hire letters to the MCSO and the applicants due to applicant MacDonald failing to appear for pre-employment evaluations and applicant Kozlowski did not pass the pre-employment evaluation, supported by Vice-Chairperson McGee. **THE MOTION CARRIED.**

OLD BUSINESS

William Bowser, Business Manager, Henry Ford Health Systems stated he will check into the issue of Henry Ford Health Systems representative signing Business Agreement and return it to the Commissioners for their signatures. **(TABLED FROM 12/11/13)**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC INVOICE NUMBER 2014-4 FOR \$ 195.00 FOR (1) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR ROBERT KOZLOWSKI DATED 3/10/14.

This invoice will be forwarded to the MCSO for payment per agreement between the MCSO and the Civil Service Commission.

RECEIVE AND FILE PROCEDURE FOR APPLICANTS APPEALING THE RESULTS OF THEIR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS.

The appeal procedure for applicants who fail pre-employment evaluations was previously formalized by the Civil Service Commission. These documents will become a part of the Commissioners binders.

RECEIVE AND FILE LIST OF PROVIDERS FOR PHYSICAL AND PSYCHOLOGICAL EXAM APPEALS.

This list of medical providers who can perform evaluations on appeal was previously approved by the Civil Service Commission. This document will become a part of the Commissioners binders.

UPDATE ON MACOMB COUNTY PURCHASING DEPARTMENT REGARDING SWITCHING PROVIDERS / VENDORS, I.E. PRE-EMPLOYMENT PHYSICAL EXAMINATIONS.

Update from Orletta Cross, HRLR, awaiting bid results. **(TABLED TO 4/9/14)**

SELECT A COMMISSIONER TO OVERSEE THE INSIDE AND OUTSIDE ORAL EXAMINATIONS FOR DISPATCHER SUPERVISOR ON MARCH 19, MARCH 20 AND MARCH 26 AND MARCH 27.

Vice-Chairperson McGee will oversee the Dispatcher Supervisor Outside Oral Examinations on March 19th and 20th. Chairman Stanley will oversee the Dispatcher Supervisor Inside Oral Examinations on March 26th and 27th.

SELECT A COMMISSIONER TO OVERSEE THE FRIDAY, APRIL 11, 2014 ERGOMETRIC TEST.

Vice-Chairperson McGee will oversee the Ergometric Dispatcher Video Testing on Friday, April 11, 2014 at 9:00 am.

REVIEW UPDATED CIVIL SERVICE COMMISSION WEBSITE AND APPLICATIONS TO REFLECT NEW EMPKO AND LCOPAT TEST REQUIREMENTS.

ADJOURNMENT

MOTION

A motion was made by Vice-Chairman Froberg to adjourn the meeting at or about 10:05 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission meeting on Wednesday, April 9, 2014 at 9 a.m. in the County Clerk's Conference Room on the 1st Floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED**

Lynn K Brown, Secretary to
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk