



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

Tuesday November 12, 2013 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

AMENDED AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF AGENDA

4. MINUTES

- a. Approval of the Minutes of the October 9, 2013 Civil Service Commission Meeting

5. PUBLIC PARTICIPATION

6. BUSINESS

- a. Review Civil Service Commission 2013 Budget

7. PERSONNEL

- a. Review and approve Correction Officer Eligibility List
- b. Review and approve Deputy Eligibility List
- c. Receive and file Termination Form and Vacant Position Authorization:
 - Giuseppe Troncone – Corrections Officer – Resigned 11/12/13
- d. Receive and file request for pre-employment physical and psychological examination **and** review Pre-Employment Physical and Psychological examination results for:
 - Jennifer Downey – Corrections Deputy applicant
 - Jessica Lavens – Dispatcher applicant
 - Anthony Paredes – Corrections Deputy applicant
 - Antoine Webb – Corrections Deputy applicant

8. OLD BUSINESS

- a. Receive and file written determination of Appeal of Termination by a specific Sheriff's Office deputy pursuant to Public Act 298 of 1966 along with USPS Certified Mail Receipt, Return Receipt Requested, Restricted Delivery.
- b. Receive and file letter dated October 9, 2013 from Civil Service Commission to County Executive, Mark Hackel, regarding request to allocate funds to the County Clerk's budget for a Senior Secretary to handle the Civil Service Commission workload.

- c. Commissioners waiting for Henry Ford Health Systems representative to sign Business Agreement and return it to the Commission for their signatures (**TABLED FROM 10/9/13**)

9. NEW BUSINESS

- a. Review and approve payment for **Michael Vredevoogd PC Invoice Numbers 2013-9 for \$195.00** for (1) Pre-Employment Psychological Examination for Jennifer Downey, dated 10/25/2013; **2013-10 for \$195.00** for (1) Pre-Employment Psychological Examination for Jessica Lavens, dated 10/28/2013;
- b. Receive and file letter from Dr. Klisz-Karle stating she will be unavailable to conduct pre-employment psychological examinations from December 23, 2013 to January 10, 2014.
- c. Select a Commissioner to proctor Ergometric Video Dispatcher test on Friday, December 6, 2013 at 9 am.
- d. Discuss and approve the release of drug screen results for a specific list of employees to MCSO to comply with a MCOLES audit.
- e. Review and discuss MCOLES list of approved drug testing laboratories, switching back to urine drug screens which allow testing for all six substances as required by MCOLES standards and letter notifying Henry Ford Health Systems of required standards.
- f. Clarify promotional requirements for both Dispatcher Leader and Dispatcher Supervisor as determined on February 8, 2012.
- g. Discuss application qualifications as listed on web for Dispatch Supervisor and Dispatch Leader.

10. ADJOURNMENT