



Civil Service Commission

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

Commissioners

Robert Stanley
Diane McGee
William A. Froberg

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, March 9, 2011

The Macomb County Civil Service Commission held their meeting on Wednesday, March 9, 2011 in the Court Administration Conference Room D on the 5th floor of the Circuit Court Building. The Chairman called the meeting to order at 9:00 a.m. with the following members present:

Robert Stanley, Chairman
Diane McGee, Vice-Chair
William Froberg, Commissioner

Also present:

Lt. Greg Stone, Sheriff's Office
Lisa Weber, Human Resources
James Meyerand, Assistant Corporation Counsel

AGENDA

MOTION

A motion was made by Commissioner Froberg to approve the agenda, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner Froberg to approve the February 9, 2011 meeting minutes, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE BUDGET

MOTION

A motion was made by Vice-Chair McGee to receive and file the Civil Service budget, supported by Commissioner Froberg. **THE MOTION CARRIED.**

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REVIEW LETTER FROM ERGOMETRICS

Discussion regarding February 21, 2011 letter regarding Ergometrics services.

MOTION

Vice-Chair McGee moved to receive and file the letter from Aromatics dated February 21, 2011, supported by Chairman Stanley. **THE MOTION CARRIED.**

Discussion of Customer Survey received from Ergometrics. James Meyerand, Corporation Counsel, advises the Commission discussion of the survey will be on next month's agenda.

REVIEW MEMO FROM LT. STONE REGARDING COLOR VISION TEST

Discussion regarding interpreting test results from St John Occupational Health Partners regarding corrections officer's vision testing. James Meyerand, Corporation Counsel advised the Commission of his discussions and research regarding the lack of clarity of results of vision testing. St John Occupational Health Partners will immediately begin changing to a "MCOLES-like" physical to provide consistency. There is an additional cost for this new testing. Counsel Meyerand will provide more specific information regarding costs at a later date.

Counsel Meyerand suggests investigating Concentra conducting our correction officers testing since Concentra conducts medical testing for all other County departments including Macomb County Sheriff deputies. Civil Service Commission requests Counsel Meyerand contact Concentra to see if they could conduct "MCOLES-like testing" and if they are willing to make a presentation to the Civil Service Commission regarding providing these services.

Contact person for all medical test results from St John Occupational Health Partners will be changed from Counsel Meyerand to Lynn Brown, Secretary to the Civil Service Commission.

If need arises for an applicant to obtain a physical before the April 13th meeting, the Commission Chairperson will call a special meeting,

MOTION

Motion by Vice Chair McGee to refer the issue of Concentra as medical testing provider to the April 13th meeting. If need arises for applicant to obtain a physical examination before then, the Commission Chairperson will call a Special Meeting of the Civil Service Commission, supported by Chairman Stanley. **THE MOTION CARRIED.**

Discussion regarding a specific applicants physical examination results. The Civil Service Commission follows the MCOLES standards for physical examinations for corrections officers. According to the MCOLES standards, an applicant who fails the initial color vision test, shall be given a second color vision test. The second color vision test is called the Farnsworth test. MCOLES only accepts Farnsworth tests that are performed at Ferris State University in Big Rapids. The specific applicant failed the initial color vision test and is scheduled for a Farnsworth test at Ferris State University on March 17, 2011. The Commission will pay for the test and the applicant shall pay for all travel related expenses.

REVIEW LETTER OF APPEAL

Commission reviewed appeal letter and withdrawal of appeal letter of Deputy Raymond Springer.

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MOTION

Motion by Commissioner Froberg to receive and file both letters, supported by Vice-Chair McGee. **THE MOTION CARRIED**

CIVIL SERVICE BINDER ADDITIONS

Secretary to Commission disbursed copies of MCOLES Employment Standards and Freedom of Information Act contact information sheet for commissioner's binders.

Commissioners received and filed binder addition for MCOLES Employment Standard. Counsel James Meyerand asks that the following statement replace paragraph two of the Freedom of Information Act Contact Information Sheet:

"All requests for information from the Civil Service Commission shall be in writing from the person seeking the information. All written requests will be considered as a request under the Freedom of Information Act and shall be forwarded to the office of Corporation Counsel immediately."

MOTION

Motion by Vice-Chair McGee to have Secretary to the Civil Service Commission revise the Freedom of Information Act contact information sheet as recommended by Counsel Meyerand, supported by Commissioner Stanley. **THE MOTION CARRIED**

PERSONNEL

MOTION

A motion was made by Commissioner Froberg, to receive and file two memos from Sheriff Wickersham regarding New Hires as follows:

- Aaron Eckhout Corrections Officer
- Michael Kiefer III Corrections Officer

supported by Vice-Chair McGee. **THE MOTION CARRIED.**

MOTION

A motion was made by Vice-Chair McGee, to approve the Corrections Officer Eligibility list dated March 9, 2011, supported by Commissioner Froberg. **THE MOTION CARRIED.** Applications and eligibility list will be forwarded to the Sheriff's Office.

INVOICES

MOTION

A motion was made by Commissioner Froberg, to approve payment to St. John Occupational Health Partners for Invoice #163657 dated 02/19/11 in the amount of \$254.00 for physical examinations for Aaron Eckhout and Michael Kiefer III (Corrections Officers), supported by Vice-Chair McGee. **THE MOTION CARRIED.**

NEW BUSINESS

Counsel Meyerand requests that the sheet titled Addendum containing pertinent past motions be supplied to all Commissioners and placed in their binders under the Rules and Regulations section.

Commissioners suggest note of appreciation to past Secretary Kim Cady be placed under New Business for the April 13, 2011 meeting.

Commissioner Froberg requests that any and all issues or correspondence coming from MCSD be referred directly to Commissioners and Corporation Counsel through the Secretary to the Civil Service Commission and be placed on the next month's agenda for future discussion. All outside communications are to come in to the Secretary to the Civil Service Commission and be forwarded to the Commissioners and Counsel for review. The Secretary to the Civil Service Commission is not to conduct any investigations or have discussions or divulge test results to anyone outside of the Civil Service Commission and Counsel.

ADJOURNMENT

MOTION

A motion was made by Commissioner Froberg to adjourn the meeting at 10:08 a.m., supported by Vice-Chair McGee, until the next meeting of Wednesday, April 13, 2011 at 9:00 a.m. in Court Administration Conference Room D on the 5th floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED.**

Lynn K Brown, Secretary to Civil Service Commission

Carmella Sabaugh, Macomb County Clerk