



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, July 13, 2011

The Macomb County Civil Service Commission held their meeting on Wednesday, July 13, 2011 in the County Clerk's Conference Room on the 1st 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. John Michalke, Sheriff's Office
James Meyerand, Assistant Corporation Counsel

ADOPTION OF AGENDA

MOTION

A motion was made by Commissioner Froberg to adopt the amended agenda for the July 13th, 2011 Civil Service Commission meeting, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner Froberg to approve the June 8, 2011 meeting minutes, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 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.**

CLARIFICATION LETTER FROM LT GREG STONE REGARDING "NON-EXPIRING" DEPUTY ELIGIBILITY LIST

Phone: (586) 469-5206
Fax: (586) 469-4751
<http://www.macombcountymi.gov>

Fax-on-demand
Michigan: (888) 99-CLERK
Out-of-State: (310) 575-5035

Unofficial Minutes of the Macomb County Civil Service Commission Meeting July 13, 2011 at 9:00 a.m. held at Macomb County Circuit Court, 1st Floor County Clerk's Conference Room, 40 N. Main Street, Mount Clemens, MI 48043.
These minutes may be amended and remain unofficial until formally adopted by the commission at a meeting.

The Commissioner's discuss new Sheriff's Department practice of swearing in Corrections Deputies, therefore making them active law enforcement officers. Per MCCOLES this allows the applicant for Deputy to remain on the eligibility list without having to retest every six months.

APPROVAL TO UPDATE CIVIL SERVICE COMMISSION WEBSITE

The Commissioners and Counsel Meyerand discussed the selection of photographs for the website. The Commissioners chose the photograph of the three Commissioners. The Commissioners also agree to post the meeting notices, minutes, agenda, the annual reports and a calendar of scheduled meetings.

MOTION

A motion was made by Commissioner Froberg to approve the updating of the Civil Service Commission Website as discussed, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

UPDATE COMMISSIONERS BINDERS FOR PHYSICAL TEST PROVIDER

The Commissioners request that the protocols for the new physical test provider, Concentra, be amended to require that the test results be returned from Concentra directly to the Secretary to the Civil Service Commission and not given to the applicant. The Commissioners also request that partial test results not be returned. Test results are to be returned to the Secretary to the Civil Service Commission upon completion of all testing protocols. Counsel Meyerand will contact Concentra to amend the testing protocols.

MOTION

A motion was made by Vice-Chair McGee to table this agenda item until the changes are made by Concentra as discussed, supported by Commissioner Froberg. **THE MOTION CARRIED**

EMAIL FROM JOHN MICHALKE, NEW SHERIFF'S REPRESENTATIVE TO THE CIVIL SERVICE COMMISSION

The Commissioners discuss the email from Lt Michalke and welcome him as the new Sheriff's Department representative.

EMAIL FROM KARLYN SEMLOW REGARDING NEW HUMAN RESOURCES REPRESENTATIVE TO CIVIL SERVICE COMMISSION WILL BE JENNIFER SMILEY

The Commissioners discuss the email from Karlyn Semlow. Jennifer Smiley will be Human Resources representative upon her return from leave.

PERSONNEL

REVIEW MEMORANDUM FROM UNDERSHERIFF LAGERQUIST REGARDING RETIREMENT OF ADMINISTRATIVE LT. GREG STONE EFFECTIVE JULY 1, 2011

The Commissioners request that Secretary to Civil Service Commission prepare a letter to Lt Stone thanking him for his service to the Commission.

MEMORANDUM FROM UNDERSHERIFF LAGERQUIST TO SCHEDULE PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL TESTING FOR:

- Ryan Piszczek
- Margaret Springer

The Secretary reports the two applicants have been scheduled and attended both the Physical and Psychological testing. The Commissioners have received partial test results for the physical testing. The Commissioners are unable to take further action regarding the two above noted applicants until test results are received. Chairman Stanley indicates that a Special Meeting will be held if requested by the Macomb County Sheriff's Department upon receipt of the test results.

MOTION

A motion was made by Vice-Chair McGee to table this agenda item until both the complete physical and psychological test results are received, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

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

NEW BUSINES

ERGOMETRIC INVOICE FOR ECOMM CALLTAKER VIDEO TESTING DATED 7/7/11

MOTION

A motion was made by Vice-Chair McGee to approve the payment of Invoice #110302 in the amount of \$25.00, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW TEST RESULTS FOR ECOMM CALLTAKER VIDEO DISPATCHER TESTING OF JUNE 28, 2011.

The Commissioners discussed CallTaker Video Dispatcher testing of June 28, 2011. Four applicants sat for the exam and one passed.

MOTION

A motion was made by Vice-Chair McGee to receive and file the test results for the Call Taker Video Dispatcher Testing, supported by Commissioner Froberg. **THE MOTION CARRIED**

SHERIFF'S DEPARTMENT UNION CONTRACTS

Chairman Stanley requests Lt. Michalke provide the Civil Service Commission with any and all new union contracts when available.

ADJOURNMENT

MOTION

A motion was made by Commissioner Froberg to adjourn the meeting at 9:40 a.m., supported by Vice-Chair McGee, until the next meeting of Wednesday, August 10, 2011 at 9:00 a.m. in County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED.**

Lynn K Brown, Secretary to Civil Service Commission

Carmella Sabaugh, Macomb County Clerk