



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

CORRECTED MINUTES

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, August 8, 2012

The Macomb County Civil Service Commission held their meeting on Wednesday, August 8, 2012 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-Chairperson
William Froberg, Commissioner

Also present:

Walter Zimny, Sheriff's Office Representative
Orletta Cross Human Resources Representative

Absent:

George Brumbaugh, Corporation Counsel

ROLL CALL

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Commissioner Froberg to approve the amended agenda for August 8, 2012, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the July 11, 2012 meeting minutes, supported by Chairman Stanley. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

Vincent Richards, Corrections Officer applicant, appeared to address the Board regarding his pre-employment physical examination and the Board not recommending him for hire. The Board requested that he table his presentation until next month's meeting to allow Corporation Counsel to be present to address this issue. **AGENDA ITEM TABLED TO 9/12/12.**

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BUSINESS

REVIEW CIVIL SERVICE COMMISSION BUDGET

MOTION

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

PERSONNEL

REVIEW AND APPROVE COMPUTER MAINTENANCE CLERK ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

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

RECEIVE AND FILE DEPUTY SHERIFF ELIGIBILITY LIST (FORWARDED TO MCSO ON 7/19/12)

MOTION

A motion was made by Chairman Stanley to receive and file the Deputy Sheriff Eligibility List dated 7/19/12, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW AND APPROVE DEPUTY SHERIFF ELIGIBILITY LIST

MOTION

A motion was made by Commissioner Froberg to approve the Deputy Sheriff Eligibility List dated August 8, 2012, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW AND APPROVE CORRECTIONS SERGEANT-1 ELIGIBILITY LIST

MOTION

A motion was made by Commissioner Froberg to approve the Corrections Sergeant-1 Eligibility List, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW VACANCY AUTHORIZATION FORM AND RECOMMENDATION TO FILL OPEN POSITION FORM FOR:

- Adam Donofrio – Deputy (Effective – 7/26/12)

MOTION

A motion was made by Vice-Chair McGee to receive and file the Vacancy Authorization Form and Recommendation to Fill Open Position Form, supported by Commissioner Froberg. **THE MOTION CARRIED.**

RECEIVE AND FILE MEMORANDUM FROM UNDERSHERIFF LAGERQUIST FOR:

- Alan Weir - Reclassify to Corrections Deputy (Effective – 7/13/12)

MOTION

A motion was made by Commissioner Froberg to receive and file Undersheriff Lagerquist's memorandum, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS FOR:

- Renee Baruth (Dispatcher Applicant)

MOTION

A motion was made by Commissioner Froberg to forward a Recommendation for Hire for Renee Baruth for Dispatcher to the MCSO, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

OLD BUSINESS

Commissioners review and discuss using hair drug test in lieu of current e-screen six-panel UDS drug test for pre-employment physical examinations. The cost of pre-employment physical examinations would increase to \$149.00 from the current \$93.25.

MOTION

A motion was made by Vice-Chair McGee to begin using the hair drug test for pre-employment physical examinations effective immediately and continue for the remainder of 2012. Funds will be transferred within the Civil Service Commission budget from the line item "Other" to line item "Doctors" to allow for the increased costs of the examinations, supported by Commissioner Froberg. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT FOR CONCENTRA MEDICAL CENTERS INVOICE #708365806 DATED 7/23/12 FOR \$93.25 FOR ONE (1) PRE-EMPLOYMENT PHYSICAL EXAMINATION FOR DISPATCHER APPLICANT RENEE L BARUTH.

MOTION

A motion was made by Vice-Chair McGee to pay invoice, supported by Commissioner Froberg. **THE MOTION CARRIED**

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REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOGD INVOICE #2012-5 DATED 7/27/12 FOR \$195.00 FOR ONE (1) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION FOR DISPATCHER APPLICANT RENEE L BARUTH.

MOTION

A motion was made by Commissioner Froberg to pay invoice, supported by Vice-Chair McGee.
THE MOTION CARRIED

REVIEW AND APPROVE PAYMENT TO LT. WALTER ZIMNY FOR LUNCH REIMBURSEMENT FOR OUTSIDE ORAL EXAMINERS FOR CORRECTIONS SERGEANT-1 PROMOTIONAL INTERVIEWS FOR \$50.59 DATED 7/10/12.

MOTION

A motion was made by Commissioner Froberg to pay invoice, supported by Chairman Stanley.
THE MOTION CARRIED

DISCUSS GENERAL NOTICE AND LETTER TO SPECIFIC DEPUTY SHERIFF APPLICANTS REGARDING PROOF OF OUTSIDE EMPLOYMENT BY LAW ENFORCEMENT AGENCY IN ORDER TO REMAIN ON DEPUTY SHERIFF ELIGIBILITY LIST.

Commissioners determine that in order for an Officer to remain on the Deputy Eligibility List as non-expiring based on outside law enforcement agency employment, they must provide a letter every six months on the agency letterhead signed by the Chief of Police or Acting Chief of Police.

REVIEW REQUEST FROM SHERIFF'S OFFICE REGARDING UPDATING APPLICATIONS MORE THAN TWO YEARS OLD FOR APPLICANTS ON ELIGIBILITY LISTS. AND, DISCUSS UPDATING CIVIL SERVICE COMMISSION EMPLOYMENT APPLICATION TO INCLUDE: CELL PHONE NUMBER, EMAIL ADDRESS AND MAIDEN OR FORMER NAME

Commissioners determine that the following statement will be placed on the REQUIREMENTS sheet of the Civil Service Application effective immediately: **"IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE ANY UPDATED INFORMATION TO THE CIVIL SERVICE SECRETARY AS TO CONTACT INFORMATION, EDUCATION, EMPLOYMENT, REFERENCES ETC. DURING THE TWO-YEAR PERIOD THAT THE APPLICANT REMAINS ON THE ELGIBILITY LIST. FAILURE TO MAINTAIN UPDATED CONTACT INFORMATION COULD RESULT IN YOUR FAILURE TO BE CONSIDERED FOR EMPLOYMENT."**

Commissioners determine that the Civil Service Application shall be amended, effective immediately, to include line items for: Cell phone number, email address, and maiden / former / or alias names.

MOTION

A motion by Vice-Chair McGee to amend the Civil Service Application as indicated above effective immediately, supported by Chairman Stanley. **THE MOTION CARRIED.**

CIVIL SERVICE SECRETARY CONFIRMS THAT VICE-CHAIR DIANE MCGEE WAS SWORN TO HER OATH AS CIVIL SERVICE COMMISSIONER FOR HER NEW TERM BY COUNTY CLERK CARMELLA SABAUGH ON JULY 11, 2012

ADJOURNMENT

MOTION

A motion was made by Commissioner Froberg to adjourn the meeting at 9:50 a.m., supported by Vice-Chair McGee. Meeting adjourned until the next meeting of Wednesday, September 12, 2012 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
Civil Service Commission

Carmella Sabaugh, Macomb County Clerk