



# Civil Service Commission

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

## COMMISSIONERS

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

Carmella Sabaugh  
Macomb County Clerk

## **MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING**

Wednesday, November 14, 2012

The Macomb County Civil Service Commission held their meeting on Wednesday, November 14, 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:

Present: Robert Stanley, Chairman  
Diane McGee, Vice-Chairperson

Absent: William Froberg, Commissioner

Also present: Lt. John Michalke, Sheriff's Office Representative  
Orletta Cross Human Resources Representative  
John Schapka, Corporation Counsel

## **ADOPTION OF AMENDED AGENDA**

### **MOTION**

A motion was made by Vice-Chair McGee to approve the amended agenda for November 14, 2012, supported by Chairman Stanley. **THE MOTION CARRIED.**

## **MINUTES**

### **MOTION**

A motion was made by Vice-Chair McGee to adopt the Minutes of the October 17, 2012 meeting, supported by Chairman Stanley. **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 Commission Budget report, supported by Chairman Stanley. **THE MOTION CARRIED.**

## **PERSONNEL**

Phone: (586) 783-8142  
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Out-of-State: (310) 575-5035

**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 Chairman Stanley. **THE MOTION CARRIED.**

**REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST.**

**MOTION**

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

**RECEIVE AND FILE REQUEST FROM MCSO FOR PHYSICAL AND PSYCHOLOGICAL TESTING AND REVIEW PHYSICAL EXAMINATION AND PSYCHOLOGICAL EXAMINATION RESULTS FOR:**

- Eric Holmes – Corrections Officer Applicant
- Angela Mossaian – Corrections Officer Applicant

**MOTION**

A motion was made by Vice-Chair McGee to receive and file the requests for physical and psychological testing and also after reviewing the test results forward the Recommendation for Hire to the Macomb County Sheriff's Office, supported by Chairman Stanley. **THE MOTION CARRIED.**

**LAW ENFORCEMENT SGT-1 ELIGIBILITY LIST - EXTEND THE 2010 ELIGIBILITY LIST FOR 30 DAYS**

**MOTION**

A motion was made by Vice-Chair McGee to extend the Law Enforcement Sgt-1 Eligibility List for thirty days, supported by Chairman Stanley. **THE MOTION CARRIED.**

**RECEIVE AND FILE EMAIL FROM BRIAN JACKS, HUMAN RESOURCES, REGARDING:**

- Patricia Anderson – Promotion – Computer Maintenance Clerk (Position# 12-00086) Effective 10/1/2012

This agenda item was tabled until December 12, 2012 to review the Computer Maintenance Clerk Eligibility List and verify Patricia Anderson was on the Eligibility List. **AGENDA ITEM TABLED.**

**NEW BUSINESS**

**REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC INVOICE NUMBER 2012-7 FOR \$390.00 FOR (2) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR CORRECTIONS OFFICER APPLICANTS ERIC HOLMES AND ANGELA MOSSAIAN DATED OCTOBER 29, 2012.**

**MOTION**

A motion was made by Vice-Chair McGee to approve payment of the invoice, supported by Chairman Stanley. **THE MOTION CARRIED.**

**REVIEW AND APPROVE PAYMENT FOR CONCENTRA MEDICAL CENTERS INVOICE NUMBER 708533773 FOR \$196.00 (2) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR CORRECTIONS OFFICER APPLICANTS ERIC HOLMES AND ANGELA MOSSAIAN DATED**

**OCTOBER 26, 2012.**

**MOTION**

A motion was made by Vice-Chair McGee to approve payment of the invoice and also request Concentra to update their records to indicate Sheriff Wickersham's correct rank and adhere to the agreed upon fee schedule, supported by Chairman Stanley. **THE MOTION CARRIED.**

**ERGOMETRIC VIDEO DISPATCHER TESTING SET FOR FRIDAY, DECEMBER 14, 2012 AT 9 AM IN THE TRAINING ROOM AT MCSO. NEED A CIVIL SERVICE COMMISSIONER TO PROCTOR.**

After discussion, Vice-Chair Diane McGee will proctor the Ergometric Video Dispatcher testing on Friday, December 14, 2012 at 9 am.

**REVIEW AND APPROVE PAYMENT FOR CORRECTED CONCENTRA INVOICE # 708537032 DATED 10/31/12 FOR \$208.00 FOR PRE-ACADEMY PHYSICAL EXAMS FOR JASON CONKLIN AND KENNETH WILLIS.**

**MOTION**

A motion was made by Vice-Chair McGee to approve payment of the corrected invoice, supported by Chairman Stanley. **THE MOTION CARRIED.**

**REVIEW AND APPROVE PAYMENT FOR CONCENTRA INVOICE NUMBER 708525680 FOR \$109.00 FOR PRE-EMPLOYMENT PHYSICAL EXAM FOR CORRECTION OFFICER APPLICANT KEVIN KEARY DATED OCTOBER 24, 2012.**

**MOTION**

A motion was made by Vice-Chair McGee to approve payment of the invoice with the correction to "Dispatcher Applicant" Kevin Keary, supported by Chairman Stanley. **THE MOTION CARRIED.**

**DISCUSS AND ESTABLISH CIVIL SERVICE COMMISSION MEETING DATES FOR 2013.**

After discussion, the Commissioners establish the meeting list for 2013 for the second Wednesday of each month.

**CHAIRMAN STANLEY'S TERM OF OFFICE IS UP 12/31/2012. REVIEW AND DISCUSS PA 298 OF 1966, SECTION 51.352 PROCEDURE FOR RE-ELECTION BY MCSO.**

Commissioners and Corporation Counsel discuss procedures for conducting election for Commissioner seat elected by MCSO employees, with six-year term to run 1/1/2013-12/31/2018.

**VICE-CHAIR MCGEE COMMENTS / REQUESTS**

Ergometrics Licensing Agreement and Contract expires November 1, 2012. Civil Service Secretary is instructed to obtain new Licensing Agreement for 2012-2013 and forward to Corporation Counsel for review.

Regarding two applicants for Correction Sgt-1 who were not placed on the Eligibility List, one applicant appealed and was placed on the Eligibility List, and Vice Chair McGee questioned if the other unsuccessful applicant should also receive an appeal. Corporation Counsel instructed that the unsuccessful applicant would have to request an appeal and the Commissioners are not to initiate an appeal.

Vice-Chair requested a closer parking space for the winter when conducting Civil Service Commission business at the Sheriff's Office. Civil Service Secretary will inquire.

**ADJOURNMENT**

**MOTION**

A motion was made by Vice-Chair McGee to adjourn the meeting at 9:35 a.m., supported by Chairman Stanley. Meeting adjourned until the next meeting of Wednesday, December 12, 2012 at 9 a.m. in the County Clerk's Conference Room on the 1<sup>st</sup> floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED.**

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Crystal Brenner, Administrative Assistant to  
Macomb County Clerk

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Carmella Sabaugh, Macomb County Clerk