



# 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**

Wednesday, May 8, 2013

### MINUTES

The Macomb County Civil Service Commission held their meeting on Wednesday, May 8, 2013 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  
William Froberg, Vice-Chairperson  
Diane McGee, Commissioner

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

### ADOPTION OF AMENDED AGENDA

#### **MOTION**

A motion was made by Commissioner McGee to approve the Amended Agenda for May 8, 2013, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED.**

### MINUTES

#### **MOTION**

A motion was made by Vice-Chairperson Froberg to approve the Minutes for April 10, 2013, supported by Commissioner McGee. **THE MOTION CARRIED.**

### PUBLIC PARTICIPATION

None

### BUSINESS

### REVIEW CIVIL SERVICE COMMISSION BUDGET

#### **MOTION**

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

The Commissioners discussed the budget process required to procure additional funding either from the Macomb County Sheriff's Office or the County General Fund to support the expenses of testing

and hiring Dispatchers and Corrections Officers. **AGENDA ITEM TABLED TO 6/12/13.**

## **PERSONNEL**

### **REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST.**

#### **MOTION**

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

### **REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST.**

#### **MOTION**

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

### **RECEIVE AND FILE MACOMB COUNTY RECOMMENDATION TO FILL FORMS:**

The Commissioners requested a valid Eligibility List for the Secretary position for the following Recommendation to Fill:

- Katherine Zaffuto – Secretary Effective 4/19/13

**AGENDA ITEM TABLED TO 6/12/2013.**

### **RECEIVE AND FILE MACOMB COUNTY TERMINATION FORM AND VACANT POSITION AUTHORIZATION FORMS:**

#### **MOTION**

A motion was made by Commissioner McGee to receive and file the following Vacant Position Authorization forms, supported by Chairman Stanley. **THE MOTION CARRIED.**

- Glenn Sopfe – Corrections Deputy – Retired Effective 5/17/13

## **OLD BUSINESS**

### **DISCUSS APPEAL AND HEARING PER PA 298 OF 1966 – TERMINATION OF EMPLOYMENT OF DEPUTY JOSEPH CADA – DISCHARGED EFFECTIVE 3/28/13**

Appeal of Termination hearing set for Wednesday, June 12, 2013 at 9 am in the Board of Commissioners Conference Room. Commissioners and Corporation Counsel to arrive at 8:30 am for pre-appeal briefing.

### **RECEIVE AND FILE MEMORANDUM FROM THE CIVIL SERVICE COMMISSION TO HENRY FORD HEALTH SYSTEMS**

Commissioners discuss memorandum of instruction to Henry Ford Health Systems – Business Health Services requiring that applicants pass all components of the physical examination on the initial examination date without retesting.

#### **MOTION**

A motion was made by Commissioner McGee to receive and file the memorandum to HFHS, supported by Chairman Stanley. **THE MOTION CARRIED**

### **PROPOSED RESOLUTION TO AUTHORIZE A BUDGET AMENDMENT FOR INCREASED FUNDING FOR CIVIL SERVICE COMMISSION BUDGET**

**AGENDA ITEM TABLED TO 6/12/13.**

**NEW BUSINESS**

**REVIEW AND APPROVE PAYMENTS FOR CONCENTRA MEDICAL CENTER FOR INVOICE NUMBERS 708757470 FOR \$745.00 FOR (5) PRE-EMPLOYMENT PHYSICAL EXAMINATIONS FOR BENNETT, GRZECH, DEJA, LEBEAU AND STRASSBURG DATED MARCH 12-15, 2013; AND RE-BILLED INVOICES FOR APPLICANTS ERRONEOUSLY FAILING HEARING TESTS.**

**AGENDA ITEM TABLED TO 6/12/13.**

**REVIEW AND APPROVE PAYMENT FOR ERGOMETRICS INVOICE NUMBER 115191 DATED 3/29/13 FOR DISPATCHER VIDEO TEST SCORING ON 3/21/13**

**MOTION**

A motion was made by Vice-Chairman Froberg to approve payment, supported by Commissioner McGee. **THE MOTION CARRIED**

**ERGOMETRICS DISPATCHER VIDEO TEST SET FOR TUESDAY, MAY 21, 2013 AT 9 AM IN THE MC SO TRAINING ROOM. COMMISSIONER MCGEE TO PROCTOR.**

**COMMISSIONERS APPROVE MC SO LIAISON LT ZIMNY'S REQUEST TO PERMIT TWO CORRECTIONS OFFICERS TO REMAIN ON THE DEPUTY ELIGIBILITY LIST DUE TO THEIR MAY 22, 2013 GRADUATION FROM THE ACADEMY: SAMER KATO AND MICHAEL SEKULA.**

**ADJOURNMENT**

**MOTION**

A motion was made by Commissioner McGee to adjourn the meeting at 9:45 A.m., supported by Chairman Stanley. Meeting adjourned until the next scheduled meeting on Wednesday, June 12, 2013 at 9 a.m. in the Board of Commissioners Conference Room on the 9th floor of the Macomb County Administration Building. **THE MOTION CARRIED.**

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Lynn K Brown, Secretary to  
Macomb County Civil Service Commission

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Carmella Sabaugh, Macomb County Clerk