



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, June 12, 2013

MINUTES

The Macomb County Civil Service Commission held their meeting on Wednesday, June 12, 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 9:10 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 June 12, 2013, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED.**

MINUTES

MOTION

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

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION BUDGET

RECEIVE AND FILE BUDGET RESOLUTION TO OCE and BOC FOR BUDGET INCREASE

RECEIVE AND FILE 3-YEAR PROPOSED BUDGET (2014, 2015, 2016) AND SUPPORTING DOCUMENTS

MOTION

A motion was made by Chairman Stanley to receive and file the Civil Service Commission budget report, to receive and file the Budget Resolution to OCE and BOC for Budget Increase to Civil Service Commission budget, and to receive and file the Proposed 3-year budget for 2014-2016,

supported by Commissioner McGee. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE SECRETARY ELIGIBILITY LIST (POSTING 13-84)

MOTION

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

REVIEW AND APPROVE SENIOR SECRETARY ELIGIBILITY LIST (POSTING 13-107).

MOTION

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

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST.

MOTION

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

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 AND VACANT POSITION AUTHORIZATION FORMS:

- Katherine Zaffuto – Promotion - Secretary (Effective 4/19/13)
TABLED FROM 5/8/2013.
- Michael Sekula – Promotion – Deputy (Effective 5/25/13)
- Samer Kato – Promotion – Deputy (Effective 5/26/13)

MOTION

A motion was made by Vice-Chairperson Froberg to receive and file the Recommendations to Fill and Vacant Position Authorization Forms, supported by Commissioner McGee. **THE MOTION CARRIED.**

RECEIVE AND FILE MACOMB COUNTY TERMINATION FORMS AND VACANT POSITION AUTHORIZATION FORMS:

- Kevin Brewer – Corrections Deputy – Retired (Effective 5/10/13)
- Dale LaBombard – Corrections Deputy – Resigned (Effective 5/29/13)

MOTION

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

REVIEW PHYSICAL AND PSYCHOLOGICAL EVALUATIONS AND RECOMMENDATION FOR HIRE:

- Timothy Alter – Corrections Deputy applicant
- Morgan Cooney - Corrections Deputy applicant
- Lukas Edringer - Corrections Deputy applicant
- Gary Guarino - Corrections Deputy applicant
- Jacob Howell - Corrections Deputy applicant
- Michael Kujawa - Corrections Deputy applicant
- Anthony Pascaretti - Corrections Deputy applicant
- John Talos - Corrections Deputy applicant
- Michael Wouters - Corrections Deputy applicant

The following applicants were **RECOMMENDED FOR HIRE:**

- Morgan Cooney
- Lukas Edringer
- Jacob Howell
- Anthony Pascaretti

The following applicants were notified they **FAILED PHYSICAL EXAMINATION and ADVISED OF RIGHT TO APPEAL FINDINGS:**

- Timothy Alter
- Gary Guarino
- Michael Kujawa
- John Talos

The following applicant's physical examination report was incomplete and **TABLED TO JULY 10, 2013:**

- Michael Wouters

MOTION

A motion was made by Chairman Stanley to forward Recommendations for Hire as indicated and notify remaining applicants of Right to Appeal, supported by Commissioner McGee. **THE MOTION CARRIED**

RECEIVE AND FILE REQUEST FOR PHYSICAL AND PSYCHOLOGICAL PRE-EMPLOYMENT EVALUATIONS FOR:

- Joseph Barrett – Dispatcher applicant
- Kristin Phoenix - Dispatcher applicant
- Stevina Allen – Corrections Deputy applicant
- Karl Brockdorff - Corrections Deputy applicant
- David Ealy - Corrections Deputy applicant
- Kevin Grant - Corrections Deputy applicant
- Scott Montgomery - Corrections Deputy applicant

THIS AGENDA ITEM TABLED UNTIL A FUNDING SOURCE IS FOUND DUE TO LACK OF PHYSICAL EXAMINATION FUNDS AVAILABLE IN CIVIL SERVICE COMMISSION BUDGET

OLD BUSINESS

DISCUSS NEW EMPCO READING AND WRITING CORRECTIONS OFFICER EXAMINATIONS PROCEDURES THAT HAVE BEEN IMPLEMENTED.

- Updated Corrections Officer application packets and checklist
- Updated Civil Service Commission website; including information and link to EMPCO website for applicants to register for testing
- Notice to applicants regarding EMPCO testing
- Sample letter sent to applicants affected by new EMPCO testing
- List of applicants affected by new EMPCO testing

REVIEW AND APPROVE PAYMENT FOR CONCENTRA MEDICAL CENTER FOR INVOICE NUMBERS 708550825 (\$78), 708744940 (\$573), 708757470 (\$718) AND 708795364 (\$149) FOR \$1518.00 FOR (2) VISION AND AUDIOGRAM CORRECTED INVOICES MOSSOIAN AND HOLMES AND (9) PRE-EMPLOYMENT PHYSICAL EXAMINATIONS FOR CHENG, FRASER, OKE, FORTUNATE, BENNETT, GRZECH, DEJA, LEBEAU, AND STRASSBURG AND KOEHLER DATED JUNE 6, 2013. TABLED FROM 5/8/13

MOTION

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

RECEIVE AND FILE LETTER ADJOURNING APPEAL AND HEARING PER PA 298 OF 1966 FOR DEPUTY JOSEPH CADA – TERMINATION OF EMPLOYMENT - DISCHARGED EFFECTIVE 3/28/13 REQUESTED ADJOURNED TO JULY 10, 2013.

MOTION

A motion was made by Commissioner McGee to receive and file Joseph Cada request for adjournment and to notify Mr Cada his adjournment is granted to Wednesday, July 24, 2013 at 9 am in the Board of Commissioners Conference Room, 9th Floor, Macomb County Administration Building,, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC FOR INVOICE NUMBER 2013-5 DATED JUNE 3, 2013 FOR \$1,755.00 FOR NINE (9) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR CORRECTIONS OFFICER APPLICANTS ALTER, COONEY, EDRINGER, GUARINO, HOWELL, KUJAWA, PASCARETTI, TALOS AND WOUTERS.

MOTION

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

REVIEW AND APPROVE PAYMENT FOR ERGOMETRICS FOR INVOICE NUMBER 115382 DATED 4/29/13 FOR \$16.09 FOR TEST MATERIAL (DISPATCHER VIDEO TEST – DVD) AND SHIPPING.

MOTION

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

SELECT COMMISSIONER TO PROCTOR THURSDAY, JUNE 20, 2013 DISPATCHER VIDEO TEST AT 9 AM AT THE MACOMB COUNTY SHERIFF'S OFFICE TRAINING ROOM.

Commissioner Diane McGee will proctor the June 20, 2013 Dispatcher Video (ECOMM) Test.

ADJOURNMENT

MOTION

A motion was made by Vice-Chairperson Froberg to adjourn the meeting at 10:23 a.m., supported by

Commissioner McGee. Meeting adjourned until the next scheduled meeting on Wednesday, July 10, 2013 at 9 a.m. in the County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Courthouse Building. **THE MOTION CARRIED.**

Lynn K Brown, Secretary to
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk