



Civil Service Commission

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

COMMISSIONERS

Robert Stanley, Chairman
Diane McGee, Vice-Chair
William Froberg, Commissioner

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, August 13, 2014 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, August 13, 2014 in the County Clerk's Conference Room on the 1st floor of the Macomb County 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-Chair
William Froberg, Commissioner

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

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Commissioner Froberg to adopt the Amended Agenda for August 13, 2014, supported by Vice-Chair McGee. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Commissioner Froberg to approve the minutes of July 9, 2014, supported by Vice-Chair McGee. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2014 BUDGET

MOTION

A motion was made by Commissioner Froberg to receive and file the 2014 budget report, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE DISPATCHER'S ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE JAIL REIMBURSEMENT ANALYST ELIGIBILITY LIST

Commissioners discussed the concern that there wasn't an eligibility list for this position and hiring had occurred. The Commissioners agreed that any applicants that apply for a position at the Sheriff's Department, an eligibility list has to be sent to the Civil Service Commission at the end of posting for approval.

MOTION

A motion was made by Chairman Stanley to review and approve the Jail Reimbursement Analyst Eligibility List, supported by Commissioner Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE COMPUTER MAINTENANCE CLERK ELIGIBILITY LIST FOR SHERIFF'S DEPARTMENT

MOTION

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

RECEIVE AND FILE RECOMMENDATION TO FILL AUTHORIZATION AND TERMINATION FORMS FOR:

- Penny Burg – Corrections Deputy – Retired Effective 7/25/14
- Beverly Dancey – Dispatcher – Hired Effective July 26, 2014
- John Dickinson II – Criminal Justice Technology Specialist – Hired Effective August 3, 2014
- Jeremiah Fifield – Corrections Deputy – Hired Effective July 26, 2014
- Emily Hulbert – Dispatcher – Hired Effective July 28, 2014
- Justin Jankowski – Corrections Deputy – Hired Effective July 28, 2014
- Melanie Kolomjec – Corrections Deputy – Hired Effective August 4, 2014
- Nicole Miron – Deputy – Promoted Effective July 23, 2014
- Bryan Munafo – Corrections Deputy – Resigned Effective July 25, 2014
- Keith Pethke – Deputy – Promoted Effective July 21, 2014
- Ryan Piszczek – Deputy – Promoted Effective July 20, 2014
- Aaron Schmittler – Deputy – Promoted July 22, 2014
- Jonathon Segó – Corrections Deputy – Hired Effective August 4, 2014
- Destini Staffney – Dispatcher – Hired Effective July 25, 2014
- Jacob Stark – Dispatcher – Hired Effective July 27, 2014
- Trenton Trombly – Deputy – Promoted Effective July 19, 2014
- Brandon Wiley – Deputy – Promoted Effective July 24, 2014

MOTION

A motion was made by Vice-Chair McGee to receive and file the authorization and termination forms, and recommendation to fill authorization for the above with the exception of John Dickinson (**TABLED TO SEPTEMBER 10, 2014**), supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE REQUESTS FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EVALUATIONS AND REVIEW EXAMINATION RESULTS AND RECOMMENDATION FOR HIRE FOR

- Carly Allen – Corrections Deputy
- Mary Damm – Dispatcher
- Nancy Friedel – Dispatcher
- Kathleen Gardner - Dispatcher
- Derrick Jones - Dispatcher
- Walter Mueller – Dispatcher
- Melanie Phillips – Dispatcher
- Jessica Piper – Dispatcher
- Angela Salisbury – Dispatcher
- Nicholas Scardino – Corrections Deputy
- Jared Suminski – Corrections Deputy
- Helen Tsouroullis - Dispatcher
- Brad Yadon - Corrections Deputy
- Daniel Zaliwski - Corrections Deputy

MOTION

A motion was made by Commissioner Froberg to receive and file request for pre-employment physical and psychological evaluations, and Review Examination Results and Recommendation to Hire the above with the exception of Jared Suminski (**TABLED TO SEPTEMBER 10, 2014**), supported by Vice-Chair McGee. **THE MOTION CARRIED.**

OLD BUSINESS

REQUEST FROM LIEUTENANT WALT ZIMNY TO REVIEW THE QUESTIONS FROM EMPCO FOR THE CORRECTIONS SERGEANT-1 TEST.

MOTION

Chairman Stanley, on behalf of the Civil Service Commission, approve Lieutenant Zimny's request.

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO CONCENTRA HEALTH CENTERS FOR PHYSICAL PRE-PLACEMENT EXAMS FOR INVOICE #709645051 DATED 7/2/14 IN THE AMOUNT OF \$30.00, #709658621 DATED 7/8-7/11/14 IN THE AMOUNT OF 391.00, #709670593 DATED 7/18-7/21/14 IN THE AMOUNT OF 240.00, #709682490 DATED 7/25/14 IN THE AMOUNT OF \$240.00, #709682191 DATED 7/22/14 IN THE AMOUNT OF \$30.00, #709689645 DATED 7/1-7/31/14 IN THE AMOUNT OF 120.00, #709694741 DATED 7/29-8/1/14 IN THE AMOUNT OF 360.00 TOTALING \$1411.00 FOR JESSICA PIPER, CARLY ALLEN, NICHOLAS SCARDINO, JARED SUMINSKI, KATHLEEN GARDNER, DERRICK JONES, ANGELA SALISBURY, BRAD YADON, NANCY FRIEDEL, DANIEL ZALIWSKI, MELANIE PHILLIPS, AND MARY DAMM.

MOTION

A motion was made by Commissioner Froberg to pay invoice #709645051, #709658621 with the exception of \$89.00 for Jared Suminski (**TABLED TO 9/10/14**), #70970593, #709682490, and #709682191 supported by Vice-Chair McGee. **THE MOTION CARRIED.**

A motion was made by Vice-Chair McGee to pay invoice #709689645 and #709694741, supported by Commissioner Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT TO ERGOMETRICS, INVOICE #117918 DATED FEBRUARY 28, 2014 FOR SCORING SERVICES PROVIDED FEBRUARY 21, 2014 IN THE AMOUNT OF \$39.00 AND INVOICE #119286 DATED 7/29/14, IN THE AMOUNT OF \$32.60 FOR SHIPPING COST OF UPDATED TEST MATERIALS.

MOTION

A motion was made by Vice-Chair McGee to approve payment to Ergometrics for the above invoices, supported by Commissioner Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT TO DR. DIANE KARLE FOR PSYCHOLOGICAL EXAMS INVOICE #2014-9, #2014-10 AND #2014-11 IN THE AMOUNT OF \$780.00, \$780.00, AND \$1,170.00 TOTALING \$2,730.00 FOR CARLY ALLEN, MARY DAMM, TERESA DEROY, NANCY FRIEDEL, KATHELEEN GARDNER, DERRICK JONES, WALTER MUELLER, MELANIE PHILLIPS, ANGELA SALISBURY, NICHOLAS SCARDINO, JARED SUMINSKI, HELEN TSOUROULLIS, BRAD YADON, AND DANIEL ZALIWSKI.

MOTION

A motion was made by Vice-Chair McGee to approve payment for the above invoice in the, supported by Commissioner Froberg. **THE MOTION CARRIED.**

DISCUSS IF AN ORIGINAL HIGH SCHOOL TRANSCRIPT IS REALLY NEED WITH THE APPLICATION, OR WILL A COPY SUFFICE. IF HIGH SCHOOL TRANSCRIPT IS NOT OBTAINABLE, IS A COLLEGE TRANSCRIPT SUFFICIENT.

MOTION

A motion was made by Commissioner Froberg to continue requiring an original High School transcript, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

DISCUSS IF APPLICANT CAN BRING IN A COPY OF THEIR PHYSICAL TEST, OR DO WE STILL NEED TO SEE THE ORIGINAL FIRST.

MOTION

A motion was made by Commissioner Froberg that applicant must bring in original LCOPAT sheet and the clerk can make a copy, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

APPROVE UPDATED ECOMM DISPATCHER'S VIDEO TEST MATERIAL. THE TEST VIDEO WAS RE-FILMED FOR A MORE UPDATED LOOK AND INSTRUCTIONS ADDED ONTO THE DVD. THERE ARE EIGHT LESS QUESTIONS ON THE CALLTAKER EXAM. THE CURRENT TEST WILL BE DISCONTINUED SOON AND WILL NOT BE SUPPORTED.

MOTION

A motion was made by Vice-Chair McGee to approve using the updated ECOMM test, supported by Commissioner Froberg. **THE MOTION CARRIED.**

DISCUSS THE POSTING TIME FOR PROMOTIONAL SIGN-UP AND STUDY PERIOD.

MOTION

A motion was made by Vice-Chair McGee to approve a two week posting time and a 60 day study period from the day of posting, supported by Commissioner Froberg

ADJOURNMENT

MOTION

A motion was made by Chairman Stanley to adjourn the meeting at or about 10:45 a.m., supported by Commissioner Froberg. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, September 10, 2014 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.**

Shirley Maniaci, Senior Secretary to
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk