



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, September 10, 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, September 10, 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

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

Absent: William Froberg, Commissioner

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Vice-Chair McGee to adopt the Amended Agenda for September 10, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the minutes of August 13, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2014 BUDGET

MOTION

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

PERSONNEL

REVIEW AND APPROVE COMPUTER MAINTENANCE CLERK ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE TELEPHONE OPERATOR ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Telephone Operator Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND APPROVE ACCOUNT CLERK 1 ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Account Clerk 1 Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE SECRETARY ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE CRIMINAL JUSTICE TECHNOLOGY SPECIALIST ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Criminal Justice Technology Specialist Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE DEPUTY'S ELIGIBILITY LIST

MOTION

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

RECEIVE AND FILE RECOMMENDATION TO FILL, VACANT POSITION AUTHORIZATION AND TERMINATION FORMS FOR:

- Elizabeth Carver – Retired Effective 9/2/2014
- John Dickinson II – Criminal Justice Technologist Specialist – Hired Effective 8/3/14
- **(TABLED FROM 8/13/14)**
- Cherie Marker – Corrections Deputy – Terminated Effective 8/22/14
- Donna Mileski – Retired Effective 9/12/14
- Jessica Piper – Dispatcher – New Hire Effective 9/2/14

MOTION

A motion was made by Vice-Chair McGee to receive and file the above Recommendation to Fill, Vacant Position Authorization and Termination forms, 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:

- Alexander Allen – Dispatcher
- Carrie Ambrose – Dispatcher
- Kimberly Brasgalla – Dispatcher
- Kyle Dupuis – Corrections Deputy (**PHYSICAL ONLY**)
- Evan Friese – Dispatcher
- Stephanie Neumann – Dispatcher
- Greg Simmons – Corrections Deputy
- Abraham Sobh – Corrections Deputy (**PHYSICAL ONLY**)
- Jared Suminski – Corrections Deputy (**TABLED FROM 8/13/14**)
- Cameron Wright - Dispatcher

MOTION

A motion was made by Vice-Chair McGee to receive and file the above Pre-Employment Evaluations and Examination results, and a Recommendation for Hire for the above with the exception of Kimberly Brasgalla, Evan Friese, Stephanie Neumann, and Jared Suminski, who did not pass the pre-employment evaluation and Denied for Hire letters were forwarded to MCSO, supported by Chairman Stanley. **THE MOTION CARRIED.**

OLD BUSINESS

REVIEW AND APPROVE PROCEDURE FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS. COMMISSIONERS TO CONSIDER REQUIRING THAT APPLICANTS PASS THE PHYSICAL PRE-EMPLOYMENT EXAMINATION BEFORE BEING SCHEDULED AND SENT FOR PSYCHOLOGICAL PRE-EMPLOYMENT EXAMINATION.

MOTION

A motion was made by Vice-Chair McGee that all Dispatchers will be scheduled for their Physical and Psychological exams at the same time, and if any Dispatcher fails their physical, the Macomb County Sheriff's Department will reimburse the Civil Service Commission for their Psychological evaluation. The Correction Officers will be scheduled for their Physical first, and if they pass, then they will be scheduled for their Psychological evaluation, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT TO CONCENTRA HEALTH CENTERS FOR PHYSICAL PRE-PLACEMENT EXAMS FOR INVOICE #709658621 DATED 7/11/14 FOR JARED SUMINSKI IN THE AMOUNT OF \$89.00 (TABLED FROM 8/13/14)

MOTION

A motion was made by Vice-Chair McGee to pay for the above invoice, supported by Chairman Stanley. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO CONCENTRA HEALTH CENTERS FOR PHYSICAL PRE-PLACEMENT EXAMS INVOICE #709630773 DATED 6/18/14 FOR BEVERLY DANCEY IN THE AMOUNT OF \$30.00, INVOICE #709710435 DATED 8/5/14 FOR HELEN TSOUROULLIS IN THE AMOUNT OF \$120.00, AND INVOICE #709747525 DATED 8/27-8/29/14 FOR EVAN

FRIESE, STEPHANIE NEUMANN, GREGORY SIMMONS, ALEXANDER ALLEN, AND CAMERON WRIGHT IN THE AMOUNT OF 600.00 FOR A TOTAL OF \$839.00.

MOTION

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

REVIEW AND APPROVE PAYMENT TO ERGOMETRICS, INVOICE #119509 DATED AUGUST 19, 2014 FOR SCORING SERVICES PROVIDED AUGUST 11, 2014 IN THE AMOUNT OF \$61.00.

MOTION

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

REVIEW AND APPROVE PAYMENT TO DR. DIANE KARLE FOR PSYCHOLOGICAL EXAMS INVOICE #2014-12 IN THE AMOUNT OF \$1,365.00 FOR ALEXANDER ALLEN, CARRIE AMBROSE, KIMBERLY BRASGALLA, EVAN FRIESE, STEPHANIE NEUMANN, GREGORY SIMMONS, , AND CAMERON WRIGHT.

MOTION

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

DISCUSS AND APPROVE IF PART-TIME POSITIONS HIRED AT THE SHERIFF'S DEPARTMENT HAS TO BE APPROVED BY THE CIVIL SERVICE COMMISSION.

MOTION

A motion was made by Vice-Chair McGee that part-time positions have to be approved by the Civil Service Commission, and they would have the same rights as full-time employees under the Civil Service Commission as far as the hiring and termination process, supported by Chairman Stanley. **THE MOTION CARRIED.**

DISCUSS THE NEED FOR TB TESTING FOR ALL FIRST RESPONDERS.

MOTION

A motion was made by Vice-Chair McGee that the hiring department will notify all new hires that they have to go get tested for TB, supported by Chairman Stanley. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at or about 10:45 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission Special Meeting on Wednesday, September 24, 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