



# 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, August 8, 2012 - 9:00 A.M.  
County Clerk's Conference Room – 1<sup>st</sup> Floor

### AMENDED AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADOPTION OF AMENDED AGENDA**
4. **MINUTES**
  - a. Approval of the minutes of the July 11, 2012 Civil Service Commission meeting.
5. **PUBLIC PARTICIPATION**
  - Vincent Richards (Corrections Officer applicant not recommended for hire)
6. **BUSINESS**
  - a. Review Civil Service Commission Budget
7. **PERSONNEL**
  - a. Review and approve Computer Maintenance Clerk Eligibility list.
  - b. Review and approve Dispatcher Eligibility list.
  - c. Review and approve Corrections Officer Eligibility list.
  - d. Receive and File Deputy Sheriff Eligibility list (forwarded to MCSO on 7/19/12)
  - e. Review and approve Deputy Sheriff Eligibility list.
  - f. Review and approve Corrections Sergeant-1 Eligibility list.
  - g. Receive and file Vacancy Authorization Form and Recommendation to Fill Open Position form for:
    - Adam Donofrio – Deputy (Effective – 7/26/12)
  - h. Receive and File memorandum from Undersheriff Lagerquist regarding:
    - Alan Weir - Reclassification to Corrections Deputy (Effective – 7/13/12)
  - i. Review physical and psychological examination results for:
    - Renee Baruth (Dispatcher)
8. **OLD BUSINESS**
  - a. Review letter from Concentra regarding: hair drug tests and consider price quote from Concentra and input from Sheriff's Office as to necessity of hair drug test. **Tabled from 7/11/12 meeting**
9. **NEW BUSINESS**

- a. Approve payment of Concentra Invoice No. 708365806 dated 7/23/12 for \$93.25 for pre-employment physical examination for Dispatcher applicant Renee L Baruth.
- b. Approve payment of Michael Vredevoogd PC Invoice No. 2012-5 dated 7/27/12 for \$195.00 for pre-employment psychological examination for Dispatcher applicant Renee L Baruth.
- c. Approve payment of \$50.59 to Lt Walter Zimny for Lunch Reimbursement for Outside Oral Examiners for Corrections Sergeant-1 Promotional Interviews dated 7/10/12.
- d. Discuss General Notice and letter to specific Deputy Sheriff applicants regarding proof of outside employment by law enforcement agency in order to remain on Deputy Sheriff Eligibility List.
- e. Review request from Sheriff's office regarding updating applications more than two years old for applicants on Eligibility Lists.
- f. Discuss updating Civil Service Commission Employment Application to include: cell phone number, email address and maiden or former name.
- g. Confirm that Vice-Chair Diane McGee was sworn to her oath as Civil Service Commissioner for her new term by County Clerk Carmella Sabaugh on July 11, 2012.

**10. ADJOURNMENT**