



Civil Service Commission

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

COMMISSIONERS

Robert Stanley, Chairman
Diane McGee, Vice-Chair

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, April 29, 2015 - 9:00 A.M.
Macomb County Administration Building
Corporation Counsel Library – 8th Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, April 29, 2015 in the Corporation Counsel Library on the 8th floor of the Macomb County Administration Building. The Chairman called the meeting to order at 9:04 a.m. with the following members present:

Present: Robert Stanley, Chairman
Diane McGee, Vice-Chair

Also Present: John Schapka, Office of Corporation Counsel
Lt. Walt Zimny, Sheriff's Office Representative

Not Present: Karlyn Semlow, Human Resources and Labor Relations

ADOPTION OF AGENDA

MOTION

A motion was made by Vice-Chair McGee to adopt the Agenda for April 29, 2015, supported by Chairman Stanley. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the minutes of April 8, 2015, supported by Chairman Stanley. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

NONE

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2015 BUDGET

MOTION

A motion was made by Vice-Chair McGee to receive and file the 2015 budget report, supported by Chairman Stanley. **THE MOTION CARRIED.**

PERSONNEL

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 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 TERMINATION AND RECOMMENDATION TO FILL VACANT POSITION FORMS FOR:

- Darren Bondy – Sergeant – Retired Effective 4/24/15
- Kaley Jones – Dispatcher – Hired Effective 4/27/15
- Michael Kujawa – Corrections Officer In Lieu of Deputy – Effective 4/16/15
- Bryan Siterlet – Dispatcher – Hired Effective 4/26/15

MOTION

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

REVIEW AND APPROVE PHYSICAL AND PSYCHOLOGICAL EVALUATION RESULTS AND RECOMMEND FOR HIRE:

- Cedric Erkins – Corrections Officer (TABLED from 4/8/15)
- David Reese – Dispatcher
- Joseph Shakotko – Corrections Officer

MOTION

A motion was made by Vice-Chair McGee to review and approve the above and recommendation for hire was sent to MCSO, supported by Chairman Stanley. **THE MOTION CARRIED.**

OLD BUSINESS

RECEIVE AND FILE LETTER OF PROPOSAL FROM ALPHA PSYCHOLOGICAL SERVICES, REVIEW PROPOSALS, AND SELECT A REGULAR PSYCHOLOGIST AND A BACKUP PSYCHOLOGIST. (TABLED)

MOTION

A motion was made by Vice-Chair McGee to repost RFP for Psychologist and **TABLE** the decision of selecting a new Psychologist until the May 27, 2015 meeting, supported by Chairman Stanley. **THE MOTION CARRIED. (TABLED)**

DISCUSS THE REQUEST FROM THE SHERIFF'S DEPARTMENT TO SCHEDULE THE DISPATCHER'S VIDEO TEST MORE OFTEN THAN QUARTERLY (TABLED)

MOTION

A motion was made by Vice-Chair McGee to schedule the Dispatcher's Video test as needed, supported by Chairman Stanley. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO CONCENTRA, INVOICE #710158922 DATED 3/23-3/31/15 IN THE AMOUNT OF \$360.00, AND INVOICE #710158934 DATED 3/24/15 IN THE AMOUNT OF \$120.00 TOTALING \$480.00 FOR PHYSICAL EXAMINATIONS FOR BRYAN SITERLET, CEDRIC ERKINS, JOSEPH SHAKOTKO, AND KALEY JONES.

MOTION

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

REVIEW AND APPROVE PAYMENT TO PSYBUS PSYCHOLOGICAL CONSULTANTS, INVOICE #15368 IN THE AMOUNT OF \$1,170.00 DATED 4/10/15 FOR PSYCHOLOGICAL EVALUATIONS FOR JOSEPH SHAKOTKA AND CEDRIC ERKINS.

MOTION

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

REVIEW AND APPROVE PAYMENT TO EMPCO, INVOICE #3545 DATED 4/15/15 IN THE AMOUNT \$2,443.93 FOR THE DISPATCH SUPERVISOR WRITTEN TEST.

MOTION

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

RECEIVE AND FILE CLIFTON MORGAN JR.'S APPEAL LETTER.

MOTION

A motion was made by Vice-Chair McGee to receive and file Clifton Morgan Jr.'s appeal letter and the Civil Service issued a denial due to untimely submission, supported by Chairman Stanley. **THE MOTION CARRIED.**

DETERMINE THE WEIGHT OF THE COMPONENTS FOR THE DISPATCH SUPERVISOR WRITTEN TEST, OUTSIDE ORALS, INSIDE ORALS, SENIORITY/EXPERIENCE, AND THE PERFORMANCE EVALUATIONS.

MOTION

A motion was made by Vice-Chair McGee to use the same percentages as other promotional tests, supported by Chairman Stanley. **THE MOTION CARRIED.**

COMPONENT	VALUE OF COMPONENT (%)
SENIORITY	.5% per year (10 Point Maximum)
EDUCATION	6 Points Maximum
CERTIFICATE	1
ASSOCIATE DEGREE	3
BACHELOR'S DEGREE	5
MASTER'S DEGREE	6
WRITTEN TEST	50%
OUTSIDE ORAL BOARDS	20%
INSIDE ORAL BOARDS	9%
PERFORMANCE EVALUATIONS	5%

RECEIVE AND FILE CONCENTRA'S LETTER INFORMING CIVIL SERVICE COMMISSION OF OWNERSHIP TRANSITION.

MOTION

A motion was made by Vice-Chair McGee to receive and file Concentra's ownership transition and to send a letter to Concentra restating the MCOLES Standards. **THE MOTION CARRIED.**

THE CIVIL SERVICE COMMISSION WOULD LIKE TO SUBMIT A REQUEST FOR PROPOSAL TO SEARCH FOR A NEW COMPANY TO CONDUCT THE DISPATCHER VIDEO TEST.

MOTION

A motion was made by Vice-Chair McGee to submit a Request for Proposal to search for a new company to conduct the Dispatcher Video Test, supported by Chairman Stanley. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at or about 10:40 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, May 13, 2015 at 9 a.m. at the Macomb County Administration Building, Corporation Counsel Library, on the 8th Floor. **THE MOTION CARRIED.**

Shirley Maniaci, Senior Secretary to
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk