



Civil Service Commission

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

COMMISSIONERS

Robert Stanley, Chairman
Diane McGee, Vice-Chair
Carl Seitz, Commissioner

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, June 10, 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, June 10, 2015 in the Corporation Counsel Library on the 8th floor of the Macomb County Administration Building. The Chairman called the meeting to order at 9:00 a.m. with the following members present:

Present: Robert Stanley, Chairman
Diane McGee, Vice-Chair
Carl Seitz, Commissioner

Also Present: John Schapka, Office of Corporation Counsel
Lt. Walt Zimny, Sheriff's Office Representative
Karlyn Semlow, Human Resources and Labor Relations
Carmen Maniaci, Human Resources and Labor Relations

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Commissioner Seitz to adopt the Amended Agenda for June 10, 2015, supported by Vice-Chair McGee. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the minutes of May 27, 2015, supported by Commissioner Seitz. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

Kathleen DeYoung and Elizabeth Lembas appeared before the Civil Service Commission to state their appeal.

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 Commissioner Seitz to review and approve the Corrections Officer Eligibility List, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE DEPUTY'S ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE LAW ENFORCEMENT SERGEANT-1 ELIGIBILITY LISTS

MOTION

A motion was made by Commissioner Seitz to review and approve the Law Enforcement Sergeant-1 Eligibility Lists, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW AND APPROVE LAW ENFORCEMENT SERGEANT (FULL) ELIGIBILITY LIST

MOTION

A motion was made by Commissioner Seitz to review and approve the Law Enforcement Sergeant (Full) Eligibility List, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

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

- Peter Andrzejewski – Dispatch Supervisor – Promoted Effective 6/1/15
- Lukas Edringer – Deputy – Promoted Effective 6/5/15
- Cedric Erkins – Corrections Officer – Hired Effective 6/8/15
- Kevin Gillespie – Sergeant – Promoted Effective 6/1/15
- Shawn Kramer – Deputy – Promoted Effective 6/1/15
- Bradley Krueger – Deputy – Promoted Effective 6/2/15
- Nicholas Macioce – Deputy – Promoted Effective 6/3/15
- Charles Mishakis – Deputy – Promoted Effective June 4, 2015
- Daryn Santini – Sergeant-1 – Promoted Effective June 1, 2015
- Joseph Shakotko – Corrections Officer – Hired Effective June 7, 2015

MOTION

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

REVIEW AND APPROVE PRE-EMPLOYMENT PHYSICAL EVALUATIONS FOR:

- Gary Choate - Dispatcher
- Michael Thrower – Corrections Officer
- David Emmendorfer – Corrections Officer

MOTION

A motion was made by Commissioner Seitz to notify the above of their failed physical, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO CONCENTRA, INVOICE #710272744 IN THE AMOUNT OF \$120.00 FOR PHYSICAL EXAMINATION FOR:

- Gary Choate

MOTION

A motion was made by Vice-Chair McGee to approve above payment, supported by Commissioner Seitz. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT TO PSYBUS, INVOICE #15448 DATED 6/3/15 IN THE AMOUNT OF \$1,755.00 FOR PSYCHOLOGICAL EXAMS FOR:

- David Burk
- Michael Thrower
- Gary Choate

MOTION

A motion was made by Vice-Chair McGee to approve above payment, supported by Commissioner Seitz. **THE MOTION CARRIED.**

REVIEW APPEALS REGARDING THE DISPATCH SUPERVISOR PROMOTIONAL TEST FROM:

- Kathy DeYoung
- Elizabeth Lembas

MOTION

A motion was made by Vice-Chair McGee to TABLE the appeals until the next meeting on June 24, 2015, supported by Commissioner Seitz. **THE MOTION CARRIED. (TABLED)**

REVIEW AND APPROVE CHANGES TO CIVIL SERVICE COMMISSION APPLICATION

MOTION

A motion was made by Commissioner Seitz to approve the changes to the application, and final review of the changes will be made at the next meeting on June 24, 2015, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW AND APPROVE MEMO TO FINANCE FOR BUDGET INCREASE

MOTION

A motion was made by Commissioner Seitz to approve the memo to Finance, support by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW AND APPROVE LETTER TO DR. LINDA FORSBERG AND DR. THOMAS CLARK

MOTION

A motion was made by Commissioner Seitz to approve the letters, support by Vice-Chair McGee. **THE MOTION CARRIED.**

REVIEW APPEAL PROCEDURES AND WHAT THE TIME LIMIT IS FOR APPEALS

The procedure for Civil Service applicants appealing their pre-employment physical and / or psychological evaluations has been established as follows:

- The applicant will be notified via email, and a hard copy of the letter will be mailed via USPS, of the failure of the physical and / or psychological evaluation. The applicant will be asked to reply to the email that the letter was received.
- The applicant will be notified that they will have ten calendar days from the date of the letter to notify the Civil Service Commission in writing if they wish to appeal the results of the evaluation.
- As soon as the secretary to the Civil Service Commission receives the appeal, the secretary will coordinate an appointment date and time between the provider and the applicant, where the applicant will be evaluated by a psychologist, or physician, chosen by the Civil Service Commission at the applicant's sole expense.
- The Civil Service Commission reserves the right to choose the physician, or psychologist, for the re-evaluation among a list of providers they maintain. That list is subject to change.
- In the case of a failed physical evaluation, only the failed component needs to be retested, i.e. hearing, drug test, vision.
- Failure of the applicant to appear at the appointed date and time is considered a waiver.
- The outcome of the second evaluation will prevail and is final. No further appeals are permitted.
- The results will be reviewed by the Civil Service Commission for approval or denial to hire.

The procedure for candidates appealing their promotional examinations has been established as follows:

- The candidate will be notified via email, and a hard copy of the letter will be mailed via USPS, of their test scores. The candidate will be asked to reply to the email that the letter was received.
- The candidate will be notified that they will have ten calendar days from the date of the letter to notify the Civil Service Commission in writing if they would like to appeal the results of the examination. If the candidate would like to appear before the Civil Service Commission, the candidate needs to request that in the appeal.
- The secretary to the Civil Service Commission will then add the appeal as an agenda item for the upcoming meeting.

ADJOURNMENT

MOTION

A motion was made by Commissioner Seitz to adjourn the meeting at or about 10:40 a.m., supported by Vice-Chair McGee. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, June 24, 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