



# Civil Service Commission

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

## COMMISSIONERS

Robert Stanley, Chairman  
Diane McGee, Vice-Chair  
Ronald Geml, Commissioner

Carmella Sabaugh  
Macomb County Clerk

## **OFFICIAL MINUTES OF THE MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING**

Wednesday, December 14, 2016 - 9:00 A.M.  
Corporation Counsel Library – 8<sup>th</sup> Floor  
Macomb County Administration Building

### MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, December 14, 2016 in the Corporation Counsel Library on the 8th floor of the Macomb County Administration Building. The Chairman called the meeting to order at 9:11 a.m. with the following members present:

Present: Robert Stanley, Chairman  
Diane McGee, Vice-Chair  
Ronald Geml, Commissioner

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

Absent: Amy Lumetta, Human Resources and Labor Relations

### **ADOPTION OF AGENDA AS AMENDED ON DECEMBER 14, 2016**

#### **MOTION**

A motion was made by Commissioner Geml to adopt the Amended Agenda for December 14, 2016 to add item 7j under Personnel to approve the Corrections Sergeant Full Eligibility List, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

#### **MINUTES**

#### **MOTION**

A motion was made by Vice-Chair McGee to approve the minutes of November 23, 2016, supported by Commissioner Geml. **THE MOTION CARRIED.**

### **PUBLIC PARTICIPATION**

NONE

**BUSINESS**

**REVIEW CIVIL SERVICE COMMISSION 2016 BUDGET**

**MOTION**

A motion was made by Vice-Chair McGee to receive and file the 2016 Budget, supported by Commissioner Geml. **THE MOTION CARRIED.**

**PERSONNEL**

**REVIEW AND APPROVE TELEPHONE OPERATOR #16-504 ELIGIBILITY LIST**

**MOTION**

A motion was made by Vice-Chair McGee to review and approve the Telephone Operator #16-504 Eligibility List, supported by Commissioner Geml. **THE MOTION CARRIED.**

**REVIEW AND APPROVE CLERICAL SERVICES SUPERVISOR #16-526 ELIGIBILITY LIST**

**MOTION**

A motion was made by Vice-Chair McGee to review and approve the Clerical Services Supervisor #16-526 Eligibility List, supported by Commissioner Geml. **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 Geml. **THE MOTION CARRIED.**

**REVIEW AND APPROVE DISPATCHER'S ELIGIBILITY LIST**

**MOTION**

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

**REVIEW AND APPROVE CORRECTIONS SERGEANT 1 ELIGIBILITY LIST**

**MOTION**

A motion was made by Vice-Chair McGee to review and approve the Corrections Sergeant 1 Eligibility List, supported by Commissioner Geml. **THE MOTION CARRIED.**

**RECEIVE AND FILE PRE-EMPLOYMENT REQUESTS FOR MEDICAL AND PSYCHOLOGICAL EXAMINATIONS FOR:**

- Emily Carey                      Dispatcher
- Sana Khan                         Dispatcher
- Michael Pfeiffer Jr.            Corrections Officer

**MOTION**

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

**RECEIVE AND FILE TERMINATION FORMS AND RESIGNATION LETTER FOR:**

- |                  |                     |                                      |
|------------------|---------------------|--------------------------------------|
| • Susanne Carver | Deputy              | Retiring Effective January 3, 2017   |
| • Frank Delise   | Corrections Officer | Retired Effective May 20, 2016       |
| • John Glass     | Lieutenant          | Retiring Effective January 13, 2017  |
| • William Hughes | Deputy              | Retiring Effective January 13, 2017  |
| • Tracey Licari  | Dispatcher          | Resigned Effective November 22, 2016 |

**MOTION**

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

**RECEIVE AND FILE MEMOS FROM UNDERSHERIFF DARGA AND RECOMMENDATION TO FILL VACANT POSITION FORMS FOR:**

- |                     |                        |                                      |
|---------------------|------------------------|--------------------------------------|
| • William Ash       | Corrections Sergeant 1 | Promoted Effective November 28, 2016 |
| • Lynn Dedenbach    | Corrections Officer    | Hired Effective December 11, 2016    |
| • Ashley Johnson    | Dispatcher             | Hired Effective December 12, 2016    |
| • Courtney Kiwicz   | Dispatcher             | Hired Effective December 11, 2016    |
| • Michael Soulliere | Corrections Officer    | Hired Effective December 12, 2016    |

**MOTION**

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

**ADDED AGENDA ITEM - REVIEW AND APPROVE CORRECTIONS SERGEANT FULL ELIGIBILITY LIST**

**MOTION**

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

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**REVIEW AND APPROVE PAYMENT TO ERGOMETRICS, INVOICE #127311, DATED 11/21/16 IN THE AMOUNT OF \$25.00 FOR THE DISPATCHER VIDEO EXAM ON NOVEMBER 15, 2016.**

**MOTION**

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

**REVIEW AND APPROVE PAYMENT TO CONCENTRA, INVOICE #711221662, DATED 11/2-11/10/16 IN THE AMOUNT OF \$408.00 FOR PRE-EMPLOYMENT PHYSICALS FOR:**

- Ashley Johnson
- Lynn Dedenbach
- Michael Soulliere
- Courtney Kiwicz

**MOTION**

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

**REVIEW AND APPROVE THE MEETING DATES FOR 2017.**

**MOTION**

A motion was made by Commissioner Geml to approve the 2017 meeting dates, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

**REVIEW AND APPROVE UPDATED CORRECTIONS OFFICER AND DISPATCHER'S APPLICATION.**

**MOTION**

A motion was made by Commissioner Geml to **TABLE** the approval of application until December 28, 2016, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

**ADJOURNMENT**

**MOTION**

A motion was made by Commissioner Geml to adjourn the meeting at or about 9:31 a.m., supported by Vice-Chair McGee. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, December 28, 2016 at 9 a.m. at the Macomb County Administration Building, Corporation Counsel Library on the 8<sup>th</sup> floor. **THE MOTION CARRIED.**

---

Shirley Maniaci, Senior Secretary to  
Macomb County Civil Service Commission

---

Carmella Sabaugh, Macomb County Clerk