



Civil Service Commission

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

COMMISSIONERS

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

Fred Miller
Macomb County Clerk

OFFICIAL MINUTES OF THE MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, November 28, 2018 - 9:00 A.M.
Clerk's Conference Room – 1st Floor
Macomb County Talmer Building
120 N. Main Street, Mount Clemens, 48043

MINUTES

The Macomb County Civil Service Commission held a Meeting on Wednesday, November 28, 2018 in the Clerk's Conference Room on the 1st Floor of the Talmer Building at 120 N. Main Street, Mt. Clemens. 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
Ronald Geml, Commissioner

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

Absent: Amy Lumetta, Human Resources and Labor Relations

ADOPTION OF AGENDA

MOTION

A motion was made by Vice-Chair McGee to adopt the agenda for November 28, 2018, supported by Commissioner Geml. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the meeting minutes of November 7, 2018, supported by Commissioner Geml. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

Fred Miller: Introduced the new Macomb County Clerk to the Commissioners.

BUSINESS

REVIEW AND APPROVE 2018 CIVIL SERVICE COMMISSION BUDGET.

A motion was made by Commissioner Geml to approve the 2018 budget, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE CORRECTIONS DEPUTY ELIGIBILITY LIST.

MOTION

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

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST.

MOTION

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

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST.

MOTION

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

REVIEW AND APPROVE SERGEANT 1 ELIGIBILITY LIST.

MOTION

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

REVIEW AND APPROVE SERGEANT ELIGIBILITY LIST.

MOTION

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

REVIEW AND APPROVE COMMUNICATIONS ADMINISTRATOR ELIGIBILITY LIST.

MOTION

A motion was made by Commissioner Geml to approve the Communications Administrator Eligibility List, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

RECEIVE AND FILE PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL REQUESTS FOR:

- Alicia Agrusso Corrections Deputy
- Ciara Cassani Dispatcher
- Logan Davis Corrections Deputy
- Jillian Dutko Dispatcher
- Erika Ladas Dispatcher
- Michael Valken Dispatcher

MOTION

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

RECEIVE AND FILE MEMO FROM UNDERSHERIFF DARGA AND RECOMMENDATION TO FILL VACANT POSITION FORM FOR:

- Jason Conklin Sergeant 1 Promoted Effective November 8, 2018
- Susan Dumas Sergeant Promoted Effective November 8, 2018

MOTION

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

REVIEW AND APPROVE PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EVALUATIONS AND RECOMMEND TO HIRE FOR:

- Jillian Dutko
- Michael Valken

MOTION

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

OLD BUSINESS

NONE

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO CONCENTRA, INVOICE #712399671, #712399518, AND #712399712 DATED 11/9-11/12/18 EACH IN THE AMOUNT OF \$109.00 TOTALING \$327.00 FOR PRE-EMPLOYMENT PHYSICALS FOR:

- Jillian Dutko
- Erika Ladas
- Michael Valken

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 #712416803 DATED 11/18/18 IN THE AMOUNT OF \$109.00 FOR PRE-EMPLOYMENT PHYSICAL FOR:

- Ciara Cassani

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 EMPCO, INVOICE #4387 DATED 11/1/18 IN THE AMOUNT OF \$3,390.00 FOR THE CORRECTIONS SERGEANT-1 WRITTEN EXAM DEVELOPMENT.

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 ERGOMETRICS, INVOICE #134052 DATED 11/16/18 IN THE AMOUNT OF \$44.15 FOR DISPATCHER VIDEO EXAM AND ADDITIONAL ANSWER SHEETS.

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 21ST CENTURY MEDIA-MICHIGAN DATED 10/31/18 IN THE AMOUNT OF \$1,090.45 FOR ELECTION AD.

MOTION

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

REVIEW AND APPROVE CHANGES TO THE PRE-EMPLOYMENT DRUG SCREENING POLICY.

MOTION

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

ADJOURNMENT

MOTION

A motion was made by Commissioner Geml to adjourn the meeting at 9:33 a.m., supported by Vice-Chair McGee. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, December 12, 2018 at 9 a.m. in the Clerk's Conference Room on the 1st floor of the Talmer Building at 120 N. Main Street, Mt. Clemens. **THE MOTION CARRIED.**



Fred Miller, Macomb County Clerk