



Civil Service Commission

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

Commissioners

Robert Stanley
Diane McGee
William A. Froberg

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, August 10, 2011

The Macomb County Civil Service Commission held their meeting on Wednesday, August 10, 2011 in the County Clerk's Conference Room on the 1st floor of the Circuit Court Building. The Chairman called the meeting to order at 9:00 a.m. with the following members present:

Robert Stanley, Chairman
William Froberg, Commissioner

Also present:

Carolyn Marshall, Sheriff's Office
Orletta Cross, Human Resources Representative
Karlyn Semlow, Human Resources Representative
James Meyerand, Assistant Corporation Counsel

Absent and Excused:

Diane McGee, Vice-Chair

ADOPTION OF AGENDA

MOTION

A motion was made by Commissioner Froberg to approve the agenda for August 10, 2011, supported by Chairman Stanley. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner Froberg to approve the July 13, 2011 meeting minutes, supported by Chairman Stanley. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION BUDGET

MOTION

A motion was made by Commissioner Froberg to receive and file the Civil Service budget, supported by Chairman Stanley. **THE MOTION CARRIED.**

Phone: (586) 469-5206
Fax: (586) 469-4751
<http://www.macombcountymi.gov>

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Unofficial Minutes of the Macomb County Civil Service Commission Meeting August 10, 2011 at 9:00 a.m. held at Macomb County Circuit Court, 1st Floor County Clerk's Conference Room, 40 N. Main Street, Mount Clemens, MI 48043.
These minutes may be amended and remain unofficial until formally adopted by the commission at a meeting.

UPDATE FROM COUNSEL MEYERAND REGARDING CHANGES TO TESTING PROTOCOLS FOR CONCENTRA PHYSICAL EXAMINATION

Reports from Concentra for physical examinations results indicate pending and incomplete protocols, also Concentra is returning results directly to applicants. Counsel Meyerand is working with Jeff Nickerson at Concentra to update the protocols and implement a uniform standard for results reports. Also, Counsel Meyerand and the Civil Service Secretary will be attending a meeting with Risk Management and Concentra later today to discuss procedures.

MOTION

Motion by Commissioner Froberg to table the testing protocols for Concentra physical examinations until the September Commission meeting to allow Counsel Meyerand to complete discussions with Concentra, supported by Chairman Stanley. **THE MOTION CARRIED.**

UPDATE REGARDING PHYSICAL AND PSYCHOLOGICAL TEST RESULTS FOR APPLICANTS RYAN PISZCZEK AND MARGARET SPRINGER

Civil Service Commission reviews physical and psychological test results and discusses recommendation to hire for Ryan Piszczek and Margaret Springer.

MOTION

Motion by Chairman Stanley to forward recommendation to hire Ryan Piszczek and Margaret Springer as Corrections Officers to the Sheriff's Department, supported by Commissioner Froberg. **THE MOTION CARRIED.**

MEMORANDUM FROM FINANCE DEPARTMENT REGARDING 2012/2013 CIVIL SERVICE BUDGET

Chairman Stanley indicates Civil Service Commission has already cut meetings from twice monthly to once a month and also indicates that they return unused budgeted funds annually. Counsel Meyerand will check with Peter Provenzano, Finance Department regarding what response will be required from the Civil Service Commission.

MOTION

Motion by Commissioner Froberg to receive and file 2012/2013 budget projection request, pending any further action required, supported by Chairman Stanley. **THE MOTION CARRIED.**

LETTER FROM ROB KREBS, DIRECTOR OF MARKETING FOR ERGOMETRICS

Commissioners review marketing letter from Ergometrics.

MOTION

Motion by Chairman Stanley to receive and file letter from Ergometrics, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND SIGN LETTER FROM CIVIL SERVICE COMMISSION TO LT GREGORY STONE UPON HIS RETIREMENT

Commissioners review and sign congratulatory letter to Lt. Stone upon his retirement. Secretary to mail original and receive and file copy.

PERSONNEL

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

No new Dispatcher Eligibility List. The Dispatcher Eligibility List is set for remainder of 2011.

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

Motion by Commissioner Froberg to approve the Corrections Officer Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

Motion by Commissioner Froberg to approve the Deputy Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE SERGEANT-1 ELIGIBILITY LIST

Agenda item tabled to September 21, 2011 meeting.

REVIEW AND APPROVE SERGEANT ELIGIBILITY LIST

Agenda item tabled to September 21, 2011 meeting.

REVIEW AND APPROVE LIEUTENANT ELIGIBILITY LIST

MOTION

Motion by Commissioner Froberg to approve the Lieutenant Eligibility List with correction, Brian Kozlowski is already promoted, supported by Chairman Stanley. **THE MOTION CARRIED**

MEMORANDUM FROM SHERIFF WICKERSHAM REGARDING PROMOTIONS EFFECTIVE JULY 9, 2011

- Lieutenant David Kennedy
- Sergeant Jeffrey Budzynowski
- Sergeant-1 Stacy O'Brien
- Deputy Derek Elsey

MOTION

Motion by Commissioner Froberg to receive and file memorandum from Sheriff Wickersham, supported by Chairman Stanley. **THE MOTION CARRIED**

MEMORANDUM FROM SHERIFF WICKERSHAM REGARDING RETIREMENT EFFECTIVE AUGUST 1, 2011

- Corrections Deputy Peter Schauss
Commissioners to sign congratulatory letter. Agenda item tabled until September 21, 2011.

NEW BUSINESS

INVOICE

Invoice No. 2011-2 dated July 11, 2011 for \$390.00 (two psychological exams @ \$195.00 ea) from Diane K Klisz-Karle, PhD.

MOTION

Motion by Commissioner Froberg to approve payment, supported by Chairman Stanley. **THE MOTION CARRIED.**

DISCUSS SEPTEMBER, 2011 CIVIL SERVICE COMMISSION MEETING DATE

Commissioners discuss September 14, 2011 Civil Service Commission meeting date. The Secretary is unavailable that date. Commissioners discuss moving the meeting date either up or back a week or arranging for substitute Secretary.

MOTION

Motion by Commissioner Froberg to reschedule the September Civil Service Commission meeting for September 21, 2011 at 9 am, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW PROPOSED CIVIL SERVICE COMMISSION WEBSITE

Review and approval of Civil Service Commission Website tabled for September 21, 2011 agenda.

ADJOURNMENT

MOTION

A motion was made by Commissioner Froberg to adjourn the meeting at 9:41 a.m., supported by Chairman Stanley. Meeting adjourned until the next meeting of Wednesday, September 21, 2011 at 9 a.m. in the County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED.**

Lynn K Brown, Secretary to Civil Service Commission

Carmella Sabaugh, Macomb County Clerk