



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, November 9, 2011

The Macomb County Civil Service Commission held their meeting on Wednesday, November 9, 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
Diane McGee, Vice-Chairperson
William Froberg, Commissioner
James Meyerand, Corporation Counsel

Also present:

Lt. Michalke, Sheriff's Office
Orletta Cross, Human Resources Representative

ADOPTION OF AGENDA

MOTION

A motion was made by Commissioner Froberg to approve the agenda for November 9, 2011, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the October 12, 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 Vice-Chair McGee to receive and file the Civil Service Commission budget, supported by Commissioner Froberg. **THE MOTION CARRIED.**

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UPDATE REGARDING CIVIL SERVICE COMMISSION RESPONSE TO MEMORANDUM FROM FINANCE DEPARTMENT REGARDING 2012/2013 CIVIL SERVICE BUDGET

Per Counsel Meyerand and his discussions with the Finance Department, no response to the Finance Department Memorandum is required at this time.

MOTION

A motion was made by Vice-Chair McGee to receive and file this request, supported by Commissioner Froberg. **THE MOTION CARRIED.**

DISCUSSION REGARDING DISPATCHER LEADER AND DISPATCHER SUPERVISOR ELIGIBILITY LISTS

Commissioners discuss updating the Dispatcher Leader and Dispatcher Supervisor lists.

MOTION

Motion by Vice-Chair McGee to table this agenda item to allow Counsel Meyerand to present a proposal, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE NEW CIVIL SERVICE COMMISSION WEBSITE

MOTION

Motion by Commissioner Froberg to affirm the October 12, 2011 approval of the new Civil Service Commission website, which was conditioned upon Counsel Meyerand's approval, supported by Vice-Chair McGee. **THE MOTION CARRIED**

PERSONNEL

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

Motion by Vice-Chairperson McGee to approve the Corrections Officer Eligibility List, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE DEPUTY SHERIFF ELIGIBILITY LIST

MOTION

Motion by Vice-Chairperson McGee to approve the Corrections Officer Eligibility List, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW MEDICAL EXAMINATION TEST RESULTS FROM CONCENTRA MEDICAL CENTERS FOR APPLICANTS AS FOLLOWS:

- Timothy J Hill
- Adriatik Jeminaj
- John Michael Moran
- Nikolas F Nicaj
- Keith J Pethke
- Aaron M Schmittler

Commissioners reviewed physical and psychological reports for the above six Corrections Officers.

MOTION

Motion by Vice-Chairperson McGee to recommend the above six Corrections Officer applicants for hire to the MCSO, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW MEMORANDUM FROM SHERIFF WICKERSHAM TO HUMAN RESOURCES REGARDING RESIGNATION OF CORRECTIONS DEPUTY AARON ECKHOUT

MOTION

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

REVIEW MACOMB COUNTY TERMINATION FORM REGARDING RESIGNATION OF CMC TINA M DYER

MOTION

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

NEW BUSINESS

REVIEW AND APPROVE FOR PAYMENT CONCENTRA MEDICAL INVOICE

MOTION

Motion by Vice-Chair McGee to approve payment of Invoice # 707918239 printed November 1, 2011 for \$466.25 for Concentra Medical Center, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE FOR PAYMENT CONCENTRA MEDICAL INVOICE

MOTION

Motion by Vice-Chair McGee to approve payment of Invoice # 707930394 printed October 5, 2011 for \$93.25 for Concentra Medical Center, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE FOR PAYMENT MICHAEL VREDEVOOGD PC INVOICE

MOTION

Motion by Vice-Chair McGee to approve payment of Invoice # 2011-03 dated October 7, 2011, 2011 for \$1,170.00 for Michael Vredevoogd PC, supported by Commissioner Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE FOR PAYMENT ECOMM VIDEO DISPATCHER TESTING ANNUAL LICENSE

Commissioners review and discuss Invoice #111139 dated 10/20/11 for ECOMM Video Dispatcher Testing Annual License effective 11/1/2011 to 11/1/2012 for \$800.00. Commissioners request Secretary to obtain new Ergometrics Annual License Agreement and to inform Ergometrics that they are required to send the License Renewal and New License Agreement at least 60 days prior to expiration of contract. The Secretary is also instructed to update the contact information for the Commission. In addition, the Secretary is instructed to proceed with December 6, 2011 Dispatcher Video Testing.

MOTION

Motion by Vice-Chairperson McGee to approve the Corrections Officer Eligibility List, supported by Commissioner Froberg. **THE MOTION CARRIED**

ORLETTA CROSS / HUMAN RESOURCES PRESENTS LETTER OF UNDERSTANDING REGARDING PROMOTIONAL TESTING FROM SERGEANT I TO SERGEANT

Commissioners discuss Letter of Understanding between Sheriff's Office and Union regarding eliminating promotional testing from Sergeant I to Sergeant. A procedure is discussed to create a Memorandum of Interest for Promotion to Sergeant. Commissioners want to review existing Eligibility List for Promotion to Sergeant.

Commissioners discuss creating a Memorandum of Interest for Promotion to Dispatcher Leader and removing Dispatcher Leader from job positions on external employment application.

Commissioners discuss maintaining Eligibility Lists with no current applications and Eligibility Lists expiring every two years.

MOTION

Motion by Vice-Chairperson McGee to table further discussion to December 14, 2011 Commission Meeting for recommendation of Counsel Meyerand, supported by Commissioner Froberg. **THE MOTION CARRIED**

ADJOURNMENT

MOTION

A motion was made by Commissioner Froberg to adjourn the meeting at 10:10 a.m., supported by Vice-Chair McGee. Meeting adjourned until the next meeting of Wednesday, December 14, 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

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