



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, January 11, 2012

The Macomb County Civil Service Commission held their meeting on Wednesday, January 11, 2012 in the County Clerk's Conference Room on the 1st floor of the Circuit Court Building. The Chairman called the meeting to order at 9:28 a.m. with the following members present:

Robert Stanley, Chairman
Diane McGee, Vice-Chairperson
James Meyerand, Corporation Counsel

Also present:

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

Absent and Excused:

William Froberg, Commissioner

ADOPTION OF AGENDA

MOTION

A motion was made by Vice-Chairperson McGee to approve the agenda for January 11, 2012, supported by Chairman Stanley. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Vice-Chairperson McGee to approve the December 14, 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 Chairman Stanley. **THE MOTION CARRIED.**

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Unofficial Minutes of the Macomb County Civil Service Commission Meeting January 11, 2012 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.

DISCUSSION REGARDING DISPATCHER LEADER AND DISPATCHER SUPERVISOR ELIGIBILITY LISTS

Commissioners discuss updating the Dispatcher Leader and Dispatcher Supervisor lists and procedure for updating and maintaining Eligibility Lists.

MOTION

Motion by Vice-Chair McGee to table this agenda item to February 8, 2012 to allow Counsel Meyerand to present a proposal, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW ADOPTING MEMORANDUM OF INTEREST FOR DISPATCH LEADER AND SERGEANT (FULL)

Applicants submitting a Memorandum of Interest to be placed on the Full Sergeant eligibility list are required to indicate their current rank, that they have passed their Sergeant-1 probationary period, and whether they wish to be placed on the Law Enforcement Sergeant (full) or Corrections Sergeant (full) eligibility list.

MOTION

Motion by Vice-Chair McGee to table this agenda item to February 8, 2012 to allow Counsel Meyerand to present a proposal, supported by Chairman Stanley. **THE MOTION CARRIED**

PERSONNEL

REVIEW AND APPROVE ACCOUNT CLERK I ELGIBILITY LIST

MOTION

Motion by Vice-Chair McGee to approve the Account Clerk I Eligibility List for Posting 11-00130, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE COMPUTER MAINTENANCE CLERK ELGIBILITY LIST

MOTION

Motion by Vice-Chair McGee to approve the Computer Maintenance Clerk Eligibility List for Posting 11-00168, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

Motion by Vice-Chair McGee to approve the Dispatcher Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

Motion by Vice-Chair McGee to approve the Corrections Officer Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE DEPUTY SHERIFF ELIGIBILITY LIST

MOTION

Motion by Vice-Chair McGee to approve the Deputy Sheriff Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE SERGEANT (FULL) ELIGIBILITY LIST

This agenda item is tabled to February 8, 2012 to allow applicants to submit their Memorandum of Interest in being placed on the Sergeant (full) Eligibility Lists to indicate if they are applying for Law Enforcement Sergeant (full) or Corrections Sergeant (full).

MOTION

Motion by Vice-Chair McGee to table approval of Sergeant (full) Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE TERMINATION FORM AND VACANCY AUTHORIZATION FORM FOR:

- Jill Zech, Corrections Deputy – Resigned (1/5/12)

MOTION

Motion by Vice-Chair McGee to receive and file, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE VACANCY AUTHORIZATION FORM FOR:

- Joyce Harder, Corrections Deputy – Retired (1/6/12)

MOTION

Motion by Vice-Chair McGee to receive and file, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW RECOMMENDATIONS TO FILL OPEN POSITIONS FOR APPLICANTS AS FOLLOWS:

- Scott Labish, Deputy (1/1/12)
- Joseph Ferrante, Deputy (1/2/12)
- Kenneth W Roberts, Corrections Sergeant (1/1/12)
- Eric C Chene, Corrections Sergeant-1 (1/1/12)

MOTION

Motion by Vice-Chair McGee to receive and file, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE CONFIRMATION OF CLERICAL HIRE:

- Djysta Juncaj, Account Clerk I/II

MOTION

Motion by Vice-Chair McGee to receive and file, supported by Chairman Stanley. **THE MOTION CARRIED**

NEW BUSINESS

REVIEW AND APPROVE 2012 CIVIL SERVICE COMMISSION MEETING SCHEDULE

MOTION

Motion by Vice-Chairperson McGee to approve and post the 2012 Civil Service Commission Meeting Schedule, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW CORRESPONDENCE FROM MACOMB COUNTY HUMAN RESOURCES REGARDING COMPUTER MAINTENANCE CLERK ELIGIBILITY LIST

MOTION

Motion by Vice-Chairperson McGee to receive and file information regarding Computer Maintenance Clerk Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE ERGOMETRICS INVOICE FOR PAYMENT

Review and approve Ergometrics Invoice No. 111139 for Annual License for ECOMM CallTaker Video Testing for Dispatcher dated 10/20/11 (effective 11/1/11-11/1/12) for \$800.00 (tabled from 12/14/11 meeting for backup data) and Ergometrics Invoice No. 111548 for ECOMM Scoring Services dated 12/14/11 for \$30.00 (10 tests @ \$3.00 per test).

MOTION

Motion by Vice-Chairperson McGee to approve payment of Ergometric invoices, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW CORRESPONDENCE FROM ERGOMETRICS REQUESTING INPUT OF NEW TESTING DEVELOPMENT

MOTION

Motion by Vice-Chairperson McGee to receive and file, supported by Commissioner Froberg. **THE MOTION CARRIED**

ADJOURNMENT

MOTION

A motion was made by Vice-Chairperson McGee to adjourn the meeting at 9:55 a.m., supported by Chairman Stanley. Meeting adjourned until the next meeting of Wednesday, February 8, 2012 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