



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, July 11, 2012

The Macomb County Civil Service Commission held their meeting on Wednesday, July 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 9:00 a.m. with the following members present:

Robert Stanley, Chairman
Diane McGee, Vice-Chairperson

Also present:

Walter Zimny, Sheriff's Office Representative
George Brumbaugh, Corporation Counsel

Absent:

William Froberg, Commissioner
Orletta Cross Human Resources Representative

ROLL CALL

MOTION

A motion was made by Vice-Chair McGee to excuse the absence of Commissioner Froberg, supported by Chairman Stanley. **THE MOTION CARRIED.**

ADOPTION OF AMENDED AGENDA

MOTION

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

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the June 13, 2012 meeting minutes, supported by Chairman Stanley. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

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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.**

PERSONNEL

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE LAW ENFORCEMENT SERGEANT (FULL) ELIGIBILITY LIST

MOTION

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

REVIEW VACANCY AUTHORIZATION FORM AND TERMINATION FORM FOR:

- Philip M Neumeyer – Sergeant-1 (Retired effective 6/4/12)
- Warren Jackson – Corrections Deputy (Retired effective 7/20/12)
- Michael Mitchell – Dispatcher (Resigned effective 7/6/12)

MOTION

A motion by Vice-Chair McGee to receive and file the vacancy authorization and termination forms, supported by Commissioner Stanley. **THE MOTION CARRIED.**

REVIEW RECOMMENDATION TO FILL OPEN POSITIONS FOR:

- Daniel Andary II – Corrections Deputy (Effective 6/25/12)
- Kimberly Hummell - Corrections Deputy (Effective 6/24/12)
- Shawn Kramer – Corrections Deputy (Effective 6/21/12)
- Bradley Krueger - Corrections Deputy (Effective 6/22/12)
- Nicholas Macioce - Corrections Deputy (Effective 6/23/12)

MOTION

A motion by Vice-Chair McGee to receive and file Recommendations to Fill Open Positions, supported by Chairman Stanley. **THE MOTION CARRIED**

NEW BUSINESS

REVIEW AND DISCUSS AMENDING DEPUTY ELIGIBILITY LIST – ELIGIBILITY EXPIRATION DATE

Commissioners discuss amending the Expiration Date column on the Deputy Eligibility List with Corporation Counsel and MCSO liaison Lt Zimny. The Commissioners instruct the Civil Service Secretary to amend the current Deputy Eligibility List to include the following information:

- If the applicant on the Deputy Eligibility List is not a police academy graduate, is not a sworn Corrections Deputy, and is not employed as a law enforcement officer with an outside agency, their expiration date is six months from the date of the MCOLES physical agility test.
- If the applicant is a sworn law enforcement officer with the Macomb County Sheriff's Office, they are "non-expiring".
- If the applicant is employed part time as a sworn law enforcement officer with an outside police agency, they remain "non-expiring" as long as they are employed at least 125 hours per year. They are required to submit documentation from the employer / police agency to the Civil Service Secretary every six months.
- If the applicant is a Certified Law Enforcement Officer or a Police Academy graduate, they remain "non-expiring" for one year from the date of Certification or Academy graduation.

The Civil Service Secretary is directed to create a new Deputy Eligibility List with the above criteria and forward the new Eligibility List to the Sheriff's Office as soon as possible and before the August Civil Service Meeting.

The Civil Service Secretary is to draft a letter to the specific applicants who are currently employed by an outside agency and also a general notice to post on the board at the sheriff's office regarding this new policy. The Civil Service Secretary will forward those drafts to George Brumbaugh, Corporation Counsel for approval.

REVIEW AND DISCUSS LETTER FROM CONCENTRA REGARDING HAIR DRUG TESTS

Commissioners discuss merits of hair drug tests instead of current drug test for pre-employment physicals. MCSO liaison Lt. Zimny will discuss this with the Undersheriff, and the Civil Service Commission Secretary will find out the cost of this test. **AGENDA ITEM TABLED TO AUGUST 8, 2012.**

REVIEW AND APPROVE PAYMENT FOR EMPKO INCORPORATED INVOICE #2869 DATED 6/14/12 FOR \$2,811.25 FOR CORRECTIONS SERGEANT-1 WRITTEN TEST

MOTION

A motion by Vice-Chair McGee to approve payment of the invoice, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND DISCUSS CORRECTIONS SGT-1 INSIDE / OUTSIDE ORAL EXAMINATIONS.

- Outside Oral Examinations – July 10, 2012 8 a.m. – Chairman Robert Stanley proctored.
- Inside Oral Examinations – July 12, 2012 8:30 a.m. – Vice-Chair Diane McGee will proctor.
- Sheriff's Office liaison Lt. Zimny, Civil Service Commissioners and Corporation Counsel discuss requiring Sergeant-1 applicants to first pass the Written Examination with a minimum score of 70% before proceeding on to the Oral Examinations. Corporation Counsel advised that this is a function of union negotiations and collective bargaining agreements and would have to be addressed at negotiations. The union contract currently allows applicants to proceed to the Oral Examinations regardless of the score on their Written Examination.
- Commissioners discuss reimbursement for lunch costs for Inside Oral Examiners and Outside Oral Examiners. It's decided the Civil Service Commission will reimburse Outside Examiners for lunch, but not Inside Examiners for lunch.

REVIEW AND DISCUSS DISPATCHER ECOMM VIDEO TESTING.

Vice-Chair Diane McGee will proctor the Dispatcher ECOMM Video Testing on July 17, 2012 at 9 a.m. in the Training Room at the Macomb County Sheriff's Office.

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at 9:41 a.m., supported by Chairman Stanley. Meeting adjourned until the next meeting of Wednesday, August 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