



# 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, September 12, 2012

The Macomb County Civil Service Commission held their meeting on Wednesday, September 12, 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  
William Froberg, Commissioner

Also present:

Walter Zimny, Sheriff's Office Representative  
Orletta Cross Human Resources Representative  
George Brumbaugh, Corporation Counsel  
John Schapka, Corporation Counsel

## **ADOPTION OF AGENDA**

### **MOTION**

A motion was made by Commissioner Froberg to approve the agenda for September 12, 2012, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

## **MOTION TO DEVIATE FROM AGENDA AND PROCEED TO PUBLIC PARTICIPATION**

### **MOTION**

A motion was made by Chairman Stanley to deviate from agenda and proceed to public participation in order to conduct Public Hearing by Corrections Officer applicant Vincent Richards regarding his denial for employment, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

## **PUBLIC PARTICIPATION**

Presentation by Corrections Officer applicant Vincent Richards regarding his denial of employment with the MCSO. This presentation will satisfy his right to the Public Hearing / Appeal Process.

Commissioners review and discuss appeal presentation and reach decision to uphold their previous denial for employment.

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### **MOTION**

A motion was made by Vice-Chair McGee that the Commissioners uphold their previous denial for employment and instruct Civil Service Secretary to prepare letter informing applicant that his appeal is denied and that he may reapply for employment after October 24, 2012, supported by Commissioner Froberg. **THE MOTION CARRIED.**

### **MINUTES**

### **MOTION**

A motion was made by Commissioner Froberg to amend the August 8, 2012 meeting minutes, under Public Participation, to state "not *recommending* him for hire", supported by Vice-Chair McGee. **THE MOTION CARRIED.**

### **BUSINESS**

### **REVIEW CIVIL SERVICE COMMISSION BUDGET**

### **MOTION**

A motion was made by Commissioner Froberg 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 Commissioner Froberg. **THE MOTION CARRIED.**

### **REVIEW AND APPROVE CAPTAINS ELIGIBILITY LIST**

### **MOTION**

A motion by Vice-Chair McGee to approve the Captains Eligibility List, supported by Commissioner Froberg. **THE MOTION CARRIED.**

### **REVIEW VACANCY AUTHORIZATION FORM AND TERMINATION FORM FOR:**

- Matthew Accivatti – Corrections Deputy (Resigned – Effective 9/12/12)
- Patrick Butts – Corrections Deputy (Retired – Effective 9/5/12)
- Thomas Sauve – Deputy (Discharged – Effective 8/20/12)
- Renee Baruth – Dispatcher (Hired – Effective 8/27/12)

### **MOTION**

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

**RECEIVE AND FILE REQUEST FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION FROM UNDERSHERIFF LAGERQUIST FOR:**

- Kevin Keary – Dispatcher Applicant

**MOTION**

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

**REVIEW PHYSICAL AND PSYCHOLOGICAL EXAMINATION REPORTS FOR:**

- Kevin Keary – Dispatcher Applicant

**MOTION**

A motion by Chairman Stanley to Recommend for Hire Kevin Keary for Dispatcher, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

**OLD BUSINESS**

**DISCUSS CORRECT JOB TITLE FOR CORRECTIONS OFFICER / CORRECTIONS DEPUTY IN ACCORDANCE WITH APPLICABLE COLLECTIVE BARGAINING AGREEMENT**

Commissioners discuss appropriate job title. Per the Collective Bargaining Agreement the appropriate title is Corrections Officer. If the MCSO or Union request a change it would have to be addressed at the next Collective Bargaining negotiation.

**REVIEW AND DISCUSS REVISED CIVIL SERVICE APPLICATION PACKET**

Commissioners discuss changes to the Civil Service Application Packet. Changes were made to the Requirement Form to indicate that all updates, such as additional education, training, employment or changes to contact information must be submitted in writing to the Civil Service Commission so that updates to the database and files can be made. Changes were made to Pre-Employment Drug Screening Policy to indicate either hair or urine samples may be taken for drug screening according to the wishes of the Commission. Changes were made to the first page of the Application to include email addresses, former, maiden or alias names.

**MOTION**

A motion by Chairman Stanley to approve changes to the Civil Service Packet and publish the new packets to the website, supported by Commissioner Froberg. **THE MOTION CARRIED.**

**NEW BUSINESS**

**REVIEW AND APPROVE PAYMENT FOR ERGOMETRICS INVOICE # 113279 DATED 7/19/12 FOR \$25.00 FOR ECOMM CALLTAKER VIDEO TEST SCORING SERVICES**

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**MOTION**

A motion by Commissioner Froberg to approve payment of invoice, supported by Vice-Chair McGee . **THE MOTION CARRIED**

**REVIEW CONCENTRA INVOICE # 708380052 DATED 8/1/12 FOR \$240.75 TO DETERMINE PARTY RESPONSIBLE FOR PAYMENT**

Commissioners discuss discrepancies in amount charged for each applicants physical and direct the Secretary to send the bill back to Concentra for corrections. **MOTION TABLED TO OCTOBER 17, 2012.**

**REVIEW AND DISCUSS SCORING FOR CORRECTIONS SGT-1 EXAMINATIONS (AS TO ROUNDING) AND AMENDED ELIGIBILITY LIST**

Commissioners discuss testing and scoring process for Corrections Sgt-1 promotional examinations. It is determined that no rounding is to be applied to test scores. The Civil Service Secretary is instructed to amend the Corrections Sgt-1 Eligibility List to remove the two applicants from the Eligibility List that actually scored below 70%. The two applicants who are being removed from the Eligibility List are to be notified via individual letters and then allow a three day waiting period to post the Amended Eligibility List at the MCSO.

**MOTION**

A motion by Commissioner Froberg to approve Amended Eligibility List for Corrections Sgt-1, supported by Vice-Chair McGee. **THE MOTION CARRIED**

**COMMENTS BY MCSO LIAISON WALTER ZIMNY**

Lt Zimny requests that all Eligibility Lists that are the result of promotional examinations are not posted until all applicants who participated in the process are notified individually via letter. Lt Zimny also notifies the Commission that he will be on training for the next few meetings and that an alternative liaison will attend the meetings in his stead.

**ADJOURNMENT**

**MOTION**

A motion was made by Commissioner Froberg to adjourn the meeting at 10:15 a.m., supported by Vice-Chair McGee. Meeting adjourned until the next meeting of Wednesday, October 10, 2012 at 9 a.m. in the County Clerk's Conference Room on the 1<sup>st</sup> floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED.**

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Lynn K Brown, Secretary to  
Civil Service Commission

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Carmella Sabaugh, Macomb County Clerk

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