



# Civil Service Commission

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

## COMMISSIONERS

Robert Stanley, Chairman  
William A. Froberg, Vice-Chairman  
Diane McGee, Commissioner

Carmella Sabaugh  
Macomb County Clerk

## **MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING**

Thursday, August 22, 2013 - 9:00 A.M.  
County Clerk's Conference Room – 1<sup>st</sup> Floor  
(Rescheduled from 8/14/13)

## MINUTES

The Macomb County Civil Service Commission held their meeting on Thursday, August 22, 2013 in the County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Court Building. The Chairman called the meeting to order at 9:00 a.m. with the following members present:

Present: Robert Stanley, Chairman  
William Froberg, Vice-Chairman  
Diane McGee, Commissioner

Also present: Lt. Walter Zimny, Sheriff's Office Representative  
Orletta Cross, Human Resources Representative

Absent and Excused: John Schapka, Corporation Counsel

## **ADOPTION OF AGENDA**

### **MOTION**

A motion was made by Commissioner McGee to adopt the Agenda for August 22, 2013, supported by Chairman Stanley. **THE MOTION CARRIED.**

## **MINUTES**

### **APPROVAL OF THE MINUTES OF THE JULY 10, 2013 CIVIL SERVICE COMMISSION MEETING**

### **MOTION**

A motion was made by Vice-Chairperson Froberg to approve the minutes for July 10, 2013, supported by Chairman Stanley. **THE MOTION CARRIED.**

### **APPROVAL OF THE MINUTES OF THE JULY 24, 2013 SPECIAL CIVIL SERVICE COMMISSION MEETING**

### **MOTION**

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A motion was made by Commissioner McGee to approve the minutes for July 24, 2013, supported by Chairman Stanley. **THE MOTION CARRIED.**

### **PUBLIC PARTICIPATION**

None

### **BUSINESS**

#### **REVIEW CIVIL SERVICE COMMISSION 2013 BUDGET**

##### **MOTION**

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

#### **RECEIVE AND FILE EXCERPT OF UNOFFICIAL BOARD OF COMMISSIONERS MINUTES REGARDING RESOLUTION R13-168 APPROVING INCREASE TO CIVIL SERVICE COMMISSION FY 2013 BUDGET**

##### **MOTION**

A motion was made by Chairman Stanley to receive and file the excerpt of minutes of Board of Commissioners July 24, 2013 meeting, supported by Commissioner McGee. **THE MOTION CARRIED.**

### **PERSONNEL**

#### **REVIEW AND APPROVE COMPUTER MAINTENANCE CLERK ELIGIBILITY LIST (#13-00177)**

##### **MOTION**

A motion was made by Commissioner McGee to review and approve the Computer Maintenance Eligibility List, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED.**

#### **REVIEW AND APPROVE SECRETARY ELIGIBILITY LIST (#13-00163)**

##### **MOTION**

A motion was made by Vice-Chairperson Froberg to review and approve the Secretary Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

#### **REVIEW AND APPROVE CORRECTION OFFICER ELIGIBILITY LIST**

##### **MOTION**

A motion was made by Commissioner McGee to review and approve the Correction Officer Eligibility List, *and* to send second notices to applicants placed on Eligibility List after 3/1/13 informing them if they do not comply with EMPCO testing requirement their names will be removed from the Eligibility List on November 1, 2013, supported by Chairman Stanley. **THE MOTION CARRIED**

#### **REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST**

##### **MOTION**

A motion was made by Commissioner McGee to review and approve the Deputy Eligibility List, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED**

#### **RECEIVE AND FILE NOTICE FROM DEBBIE KELLER, MCSO AND SUPPORTING DOCUMENTS, THAT THE FOLLOWING APPLICANT HAS DECLINED HIS OFFER OF EMPLOYMENT:**

- Timothy Alter – Corrections Deputy – Scheduled Hire Effective 7/21/13

### **MOTION**

A motion was made by Commissioner McGee to receive and file notice, supported by Chairman Stanley. **THE MOTION CARRIED.**

### **RECEIVE AND FILE RECOMMENDATION TO FILL VACANT / OPEN POSITION:**

- Stevina Allen – Corrections Deputy – Hired Effective 8/1/13
- Joseph Barrett - Dispatcher – Hired Effective 8/5/13
- Christopher Chojnacki - Corrections Sgt-1 – Promoted Effective 7/13/13
- David Ealy - Corrections Deputy – Hired Effective 8/2/13
- Kevin Grant - Corrections Deputy – Hired Effective 8/3/13
- Aaron Horne – Law Enforcement Sgt-1 – Promoted Effective 7/4/13
- Michael Kujawa - Corrections Deputy – Hired Effective 7/22/13
- Christopher Mayer – Deputy – Promoted Effective 7/5/13
- Scott Montgomery – Corrections Deputy – Hired Effective 8/4/13
- Craig Muraszewski – Deputy – Promoted Effective 7/4/13
- Kristin Phoenix – Dispatcher – Hired Effective 8/1/13
- Scott Schulte – Corrections Sergeant – Promoted Effective 7/13/13
- John Talos – Corrections Deputy – Hired Effective 8/5/13
- Michael Wouters – Corrections Deputy – Hired Effective 8/5/13
- Jacqueline Winkelman – Computer Maintenance Clerk – Promoted Effective 9/3/13

### **MOTION**

A motion was made by Vice-Chairperson Froberg to receive and file the recommendations to fill vacant / open positions, supported by Commissioner McGee. **THE MOTION CARRIED**

### **RECEIVE AND FILE TERMINATION FORM AND VACANT POSITION AUTHORIZATION:**

- Stephanie Cheung – Dispatcher (Resigned Effective 7/28/13)
- Amy Digon – Deputy (Retired Effective 8/16/13)
- Aileen Sczublewski – Dispatcher (Discharged Effective 7/17/13)

### **MOTION**

A motion was made by Chairman Stanley to receive and file the termination forms and vacant position authorization forms, supported by Commissioner McGee. **THE MOTION CARRIED**

### **REVIEW REQUESTS FOR PHYSICAL AND PSYCHOLOGICAL EVALUATIONS AND EXAMINATION RESULTS AND RECOMMEND FOR HIRE:**

#### **RECOMMEND FOR HIRE:**

- Gregory Gay – Corrections Deputy applicant
- Paul Harrison – Corrections Deputy applicant
- Nicolas Predko – Dispatcher applicant
- Joshua Uhl – Corrections Deputy applicant

#### **TABLE TO 9/11/13 MEETING:**

- Kyle Kreger – Dispatcher applicant

#### **DENIAL FOR HIRE AND REMOVE FROM ELIGIBILITY LIST**

- Kyle Sherwood - Corrections Deputy applicant

**MOTION**

A motion was made by Commissioner McGee to forward Recommendations for Hire and Denial for Hire as indicated above, supported by Chairman Stanley. **THE MOTION CARRIED**

**RECEIVE AND FILE DENIAL OF APPEAL BY CORRECTIONS OFFICERS APPLICANT:**

- Karl Brockdorff

**MOTION**

A motion was made by Commissioner McGee to receive and file the denial of appeal letter sent to Karl Brockdorff , supported by Chairman Stanley. **THE MOTION CARRIED**

**NEW BUSINESS**

**REVIEW AND APPROVE PAYMENT FOR ERGOMETRICS FOR INVOICE NUMBER 115871 DATED 6/30/13 FOR \$36.00 FOR SCORING SERVICES (DISPATCHER VIDEO TEST – 6/20/13)**

**MOTION**

A motion was made by Commissioner McGee to approve payment of the Ergometrics invoice, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED**

**REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC FOR INVOICE NUMBER 2013-7 DATED AUGUST 16, 2013 FOR \$1,170.00 FOR PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR GAY, HARRISON, KREGER, PREDKO, SHERWOOD, AND UHL.**

**MOTION**

A motion was made by Commissioner McGee to approve payment of the Michael Vredevoogd PC invoice, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED**

**REQUEST BY COUNTY CLERK CARMELLA SABAUGH TO UTILIZE COUNTY HUMAN RESOURCES AND LABOR RELATIONS STAFF TO SCHEDULE PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS AND ALSO CONDUCT PRE-EMPLOYMENT SKILLS TESTING FOR DISPATCHER APPLICANTS.**

This agenda item is tabled to September 11, 2013 Civil Service Commission meeting to allow Corporation Counsel to review this issue.

**REQUEST BY HENRY FORD HEALTH SYSTEMS THAT THE COMMISSION DISCUSS THE USE OF URINE DRUG TESTING WHEN INSUFFICIENT HAIR SAMPLE IS PRESENT FOR PRE-EMPLOYMENT PHYSICAL EXAMINATIONS.**

**MOTION**

A motion was made by Chairman Stanley to allow the use of urine drug testing in lieu of hair drug testing in cases where insufficient hair samples are present in the applicant with the understanding that this would be an exception to standard practice, supported by Vice-Chairperson Froberg. **THE MOTION CARRIED**

**OLD BUSINESS**

**EXECUTIVE SESSION TO DISCUSS APPEAL HEARING PER PA 298 OF 1966 FOR DEPUTY – TERMINATION OF EMPLOYMENT - DISCHARGED EFFECTIVE 3/28/13. DELIBERATIONS ONLY – NO VOTE WILL BE TAKEN.**

**MOTION**

A motion was made by Commissioner McGee to enter executive session, supported by Chairman Stanley. A roll call vote was taken with  $\frac{2}{3}$  required.

Voting Yes were: Stanley, McGee and Froberg. There were 3 Yes votes. There were 0 No votes.

**THE MOTION CARRIED**

The Commission entered an executive session at 10:15 a.m. with it ending at 10:45 a.m.

**ADJOURNMENT**

**MOTION**

A motion was made by Vice-Chairperson Froberg to adjourn the meeting at 10:45 a.m., supported by Vice-Chairperson McGee. Meeting adjourned until the next Civil Service Commission meeting on Wednesday, September 11, 2013 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  
Macomb County Civil Service Commission

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Carmella Sabaugh, Macomb County Clerk