



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

Wednesday, October 9, 2013 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their meeting on Wednesday, October 9, 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: 05 a.m. with the following members present:

Present: Robert Stanley, Chairman
Diane McGee, Commissioner

Also present: Lt. Walter Zimny, Sheriff's Office Representative
Orletta Cross, Human Resources and Labor Relations
John Schapka, Corporation Counsel
Eric Herppich, Director, Human Resources and Labor Relations
Carmella Sabaugh, County Clerk
Todd Schmitz, Chief Deputy County Clerk

Absent: William Froberg, Vice-Chairman

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Commissioner McGee to adopt the Amended Agenda for October 9, 2013, supported by Chairperson Stanley. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner McGee to approve the minutes for September 11, 2013, supported by Chairperson Stanley. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2013 BUDGET

MOTION

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

PERSONNEL

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

A motion was made by Commissioner McGee to review and approve the Dispatcher Eligibility List dated October 9, 2013, supported by Chairperson 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 dated October 9, 2013, supported by Chairperson 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 dated October 9, 2013, supported by Chairperson Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT / OPEN POSITION:

- Jenna Kegler – Dispatcher – Hired Effective 9/29/13
- Kyle Kreger - Dispatcher – Hired Effective 9/30/13

MOTION

A motion was made by Commissioner McGee to receive and file the Recommendation to Fill Vacant / Open Positions, supported by Chairperson Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE TERMINATION FORM AND VACANT POSITION AUTHORIZATION:

- Jason Gumm – Corrections Deputy (Resigned Effective 9/23/13)
- Kevin Hartley – Corrections Sergeant (Retired Effective 9/27/13)
- Krysta LeBeau – Dispatcher (Resigned Effective 10/2/13)
- Joseph Guzdziol – Corrections Deputy (Retired Effective 10/4/13)

MOTION

A motion was made by Commissioner McGee to receive and file the Termination Form and Vacant Position Authorization, supported by Chairperson Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE REQUEST FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EVALUATIONS AND EXAMINATIONS FOR:

- Jennifer Downey – Corrections Deputy applicant

MOTION

A motion was made by Chairperson Stanley to receive and file the request for pre-employment physical and psychological evaluations and examinations, supported by Commissioner McGee. **THE MOTION CARRIED**

OLD BUSINESS

CIVIL SERVICE COMMISSION WILL ISSUE WRITTEN DETERMINATION OF APPEAL OF TERMINATION BY A SPECIFIC SHERIFF'S OFFICE DEPUTY PURSUANT TO PUBLIC ACT

Written determination of appeal of termination is signed by Chairperson Stanley. Civil Service Commission Secretary is instructed to mail written determination to appellant via registered mail, return receipt requested and restricted delivery.

RECEIVE AND FILE COPY OF LETTER SENT TO HENRY FORD HEALTH SYSTEMS REGARDING BUSINESS ASSOCIATE AGREEMENT

Commissioners waiting for Henry Ford Health Systems representative to sign Business Associate Agreement and return it to the Commission for their signatures **(TABLED TO 11/13/13)**

RECEIVE AND FILE COPY OF EMAIL SENT TO SHERITTA YOUNG, OCCUPATIONAL HEALTH CLINICAL COORDINATOR, HENRY FORD HEALTH SYSTEMS REGARDING LACK OF INVOICING FOR PRE-EMPLOYMENT PHYSICALS.

MOTION

A motion was made by Chairperson Stanley to receive and file the email to Henry Ford Health Systems, supported by Commissioner McGee. **THE MOTION CARRIED**

RECEIVE AND FILE UNCONDITIONAL RECOMMENDATION FOR HIRE FOR JENNA KEGLER

MOTION

A motion was made by Chairperson Stanley to receive and file the Recommendation for Hire, supported by Commissioner McGee. **THE MOTION CARRIED**

NEW BUSINESS

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 AND INVESTIGATE WHAT DUTIES CAN BE DELEGATED TO HUMAN RESOURCES PURSUANT TO THE PUBLIC ACT 298 OF 1966. (TABLED FROM 9/11/13 MEETING)

The Civil Service Commissioners; Carmella Sabaugh, County Clerk; Todd Schmitz, Deputy County Clerk; and Eric Herppich, Director, Human Resources and Labor Relations; along with Corporation Counsel and Sheriff's Office liaison discussed various means of streamlining or providing assistance for increasing Civil Service Commission duties. The parties drafted a letter from the Civil Service Commission Chairperson to the County Executive's office explaining the increased workload and requesting assistance with those duties. This letter was sent via interoffice mail (copy attached).

MOTION

A motion was made by Commissioner McGee to draft and send a letter to the Office of County Executive asking for assistance with Civil Service Commission duties, supported by Chairperson Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC INVOICE NUMBERS 2013-8 FOR \$195.00 FOR (1) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION FOR JENNA KEGLER, DATED 9/9/2013;

MOTION

A motion was made by Commissioner McGee to pay the invoice, supported by Chairperson Stanley. **THE MOTION CARRIED**

**PARTICIPATE IN ERGOMETRICS WEBINAR PRESENTATION OF NEW EXPANDED
DISPATCHER TESTING, ECOMM NATIONAL CIVIL SERVICE TESTING.**

Webinar adjourned to a future date to be determined.

ADJOURNMENT

MOTION

A motion was made by Commissioner McGee to adjourn the meeting at 9:52 a.m., supported by Chairperson Stanley. Meeting adjourned until the next Civil Service Commission meeting on Wednesday, November 13, 2013 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
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk