



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, December 11, 2013 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, December 11, 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 and Labor Relations
John Schapka, Corporation Counsel

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Vice-Chairman Froberg to adopt the Amended Agenda for December 11, 2013, supported by Commissioner McGee. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner McGee to approve the minutes for November 12, 2013, supported by Vice-Chairman Froberg. **THE MOTION CARRIED.**

MOTION

A motion was made by Vice-Chairman Froberg to approve the minutes for December 4, 2013, supported by Commissioner McGee. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

MOTION

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

PERSONNEL

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairman Froberg to review and approve the Dispatcher Eligibility List dated December 11, 2013, supported by Commissioner McGee. **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 December 11, 2013, supported by Vice-Chairman Froberg. **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 December 11, 2013, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE LAW ENFORCEMENT SERGEANT (FULL) ELIGIBILITY LIST

MOTION

A motion was made by Commissioner McGee to review and approve the Law Enforcement Sergeant (Full) Eligibility List dated December 11, 2013, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE LIEUTENANT ELIGIBILITY LIST

MOTION

A motion was made by Commissioner McGee to review and approve the Lieutenant Eligibility List dated December 11, 2013, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

RECEIVE AND FILE TERMINATION FORM AND VACANT POSITION AUTHORIZATION:

- Steve Casey – Corrections Officer – Resigned 11/12/13
- Brian Kozlowski Jr. – Lieutenant – Retired 6/28/13

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the Termination Forms and Vacant Position Authorizations, supported by Commissioner McGee. **THE MOTION CARRIED**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT POSITION:

- Anthony Paredes – Corrections Officer – Hired - Effective 12/9/13 *
(*per memorandum from Debbie Keller dated 12/2/13 Anthony Paredes has declined the position)
- Antoine Webb – Corrections Officer – Hired Effective 12/8/13

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the Recommendation to Fill Vacant Position Forms, supported by Commissioner McGee. **THE MOTION CARRIED**

RECEIVE AND FILE REQUEST FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION AND REVIEW PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS FOR:

- Bryan Munafo – Corrections Officer applicant
- Scott Taylor – Corrections Officer applicant

MOTION

A motion was made by Commissioner McGee to receive and file the request for pre-employment physical examinations and after reviewing pre-employment physical and psychological examination results to Recommend for Hire, Bryan Munafo and Scott Taylor, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

RECEIVE AND FILE MEMORANDUM TO MCSO REGARDING DENIAL FOR HIRE (2); RECOMMENDATION FOR HIRE (2); AND REVIEW PRE-EMPLOYMENT PSYCHOLOGICAL EXAMS:

- Anthony Paredes – Corrections Officer applicant – Recommend for Hire
- Antoine Webb – Corrections Officer applicant – Recommend for Hire
- Jennifer Downey – Corrections Officer applicant – Denial for Hire
- Jessica Lavens – Dispatcher applicant – Denial for Hire

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the Recommendation for Hire and Denial for Hire memorandum to MCSO, supported by Commissioner McGee. **THE MOTION CARRIED**

OLD BUSINESS

RECEIVE AND FILE EMAIL FROM HFHS WILLIAM BOWSER INDICATING HE WILL CHECK INTO THE ISSUES OF HENRY FORD HEALTH SYSTEMS REPRESENTATIVE TO SIGN BUSINESS AGREEMENT AND RETURN IT TO THE COMMISSION FOR THEIR SIGNATURES AND COMMISSIONERS WAITING FOR INVOICES FROM HFHS FOR PRE-EMPLOYMENT PHYSICAL EXAMS (TABLED FROM 11/12/13)

Secretary is instructed to draft and send letter to Henry Ford Health Systems, after review and approval of Corporation Counsel, informing them that their failure to sign Business Agreement and failure to provide timely invoices is creating issues that could result in the termination of our business relationship.

RECEIVE AND FILE LETTER DATED NOVEMBER 12, 2013 FROM CIVIL SERVICE COMMISSION TO HFHS WILLIAM BOWSER INSTRUCTING HFHS TO IMMEDIATELY BEGIN UTILIZING URINE DRUG TESTS AND ONLY UTILIZE MCOLES AUTHORIZED LABORATORIES.

MOTION

A motion was made by Commissioner McGee to receive and file the November 12, 2013 letter, supported by Vice-Chairman Froberg. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC INVOICE NUMBERS 2013-11 FOR \$390.00 FOR (2) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR ANTHONY PAREDES AND ANTOINE WEBB, DATED 11/11/2013.

MOTION

A motion was made by Vice-Chairman Froberg to pay the invoice, supported by Commissioner McGee. **THE MOTION CARRIED**

REVIEW COMPONENTS OF ORAL BOARDS AND REQUIREMENTS FOR PROMOTION TO DISPATCHER SUPERVISOR AS DETERMINED AT DECEMBER 4, 2013 SPECIAL CIVIL SERVICE COMMISSION MEETING.

Commissioners, Corporation Counsel, Sheriff's Office and Human Resources representatives discuss and approve the following procedure to create a one-year Dispatcher Supervisor Eligibility List for 2014 only. Another promotional procedure will be established to create a two-year Dispatcher Supervisor Eligibility List for 2015.

COMPONENT	VALUE FOR COMPONENT (%)	
ORAL BOARDS	(84%)	
INSIDE ORAL BOARDS	50%	
OUTSIDE ORAL BOARDS	34%	
EDUCATION	(6% Maximum – Non-Cumulative)	
CERTIFICATE	1%	
ASSOCIATE DEGREE	3%	
BACHELOR'S DEGREE	5%	
MASTER'S DEGREE	6%	
EXPERIENCE*	(10% Maximum)	
Minimum of 3 years' experience required (Dispatcher Experience Only)	.5% per year	
*Part-time experience will be converted to full time using the formula: 2080 hours equals one full-time year. Experience will be credited in full years only - <i>no credit will be given for partial years</i>		

Once the 2014 Dispatcher Supervisor Eligibility List is established, the Sheriff may select an applicant for hire from anywhere on the list.

Orletta Cross, Human Resources and Labor Relations, will finalize the posting for this position using Neo-Gov and forward it to Civil Service Secretary to disseminate to all parties for review and approval.

MOTION

A motion was made by Commissioner McGee to adopt the promotional procedure outlined above, supported by Vice-Chairman Froberg. **THE MOTION CARRIED.**

REVIEW AND APPROVE 2014 CIVIL SERVICE COMMISSION MEETING SCHEDULE.

MOTION

A motion was made by Commissioner McGee to approve the 2014 Civil Service Commission Meeting schedule as presented, supported by Chairman Stanley. **THE MOTION CARRIED.**

COMMISSIONERS REQUEST LETTER OF CONDOLENCE BE SENT TO FORMER CIVIL

SERVICE SECRETARY KIM CADY DUE TO DEATH IN FAMILY

ADJOURNMENT

MOTION

A motion was made by Vice-Chairman Froberg to adjourn the meeting at 10:25 a.m., supported by Commissioner McGee. Meeting adjourned until the next Civil Service Commission meeting on Wednesday, January 8, 2014 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