



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, February 12, 2014 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, February 12, 2014 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: 25 a.m. with the following members present:

Present: Robert Stanley, Chairman
William Froberg, Vice-Chairman

Absent and Excused: 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 February 12, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chairman Froberg to approve the minutes for January 8, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

None

DEVIATE FROM THE ADOPTED AMENDED AGENDA AND PROCEED TO AGENDA ITEM 9c.. APPEAL HEARING FOR CORRECTIONS OFFICER JENNIFER DOWNEY

MOTION

A motion was made by Chairman Stanley to deviate from the adopted agenda and proceed to Item 9c, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

APPEAL HEARING FOR CORRECTIONS OFFICER APPLICANT JENNIFER DOWNEY

Corrections Officer applicant Jennifer Downey submitted an independent written evaluation by an examiner of her choosing at her own expense and made an oral presentation in support of her appeal of the Denial for Hire by the Civil Service Commission. The Commission took her appeal under advisement and will issue a written decision within ten (10) business days.

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2014 BUDGET

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the 2014 budget report, supported by Chairman Stanley. **THE MOTION CARRIED**

PERSONNEL

REVIEW AND APPROVE CORRECTION OFFICER ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairman Froberg to review and approve the Correction Officer Eligibility List dated February 12, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairman Froberg to review and approve the Deputy Eligibility List dated February 12, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE SERGEANT ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chairman Froberg to review and approve the Sergeant Eligibility List dated February 12, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT POSITION:

- Scott Taylor – Corrections Officer – Hired Effective 01/05/2014
- Bryan Munafo – Corrections Officer – Hired Effective 01/06/2014

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above Recommendations to Fill, supported by Chairman Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE TERMINATION FORM FOR:

- Joey Harrell – Deputy – Resigned Effective 01/16/2014
- Timothy Hill – Corrections Officer – Resigned Effective 01/17/2014
- Kyle Kreger – Dispatcher – Resigned Effective 01/20/2014

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above Termination Forms, supported by Chairman Stanley. **THE MOTION CARRIED**

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

- Brett Rix – Corrections Officer
- Darryl Sage – Corrections Officer
- Dane Seltzer – Corrections Officer
- Erik Simpson – Corrections Officer
- Nicholas Elrod – Corrections Officer
- Robert Kozlowski – Dispatcher
- Stacey Macdonald - Dispatcher

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above requests for pre-employment physical and psychological examinations, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS FOR:

- Sara Collins – Dispatcher
- Scott DeMuyndck – Corrections Officer
- Andrew Ruddy – Dispatcher
- Darryl Sage - Corrections Officer
- Dane Seltzer - Corrections Officer
- Erik Simpson - Corrections Officer

MOTION

A motion was made by Vice-Chairman Froberg to forward a Recommendation for Hire to the MCSO for the above applicants, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS FOR:

- Anmar Gappe – Corrections Officer
- Brett Rix – Corrections Officer

MOTION

A motion was made by Vice-Chairman Froberg to forward a Denial for Hire to the MCSO for the above applicants and notify the applicants of their appeal rights, supported by Chairman Stanley. **THE MOTION CARRIED**

OLD BUSINESS

WILLIAM BOWSER, BUSINESS MANAGER, HENRY FORD HEALTH SYSTEMS STATED HE WILL CHECK INTO THE ISSUE OF HENRY FORD HEALTH SYSTEMS REPRESENTATIVE SIGNING BUSINESS AGREEMENT AND RETURN IT TO THE COMMISSIONERS FOR THEIR SIGNATURES. (TABLED FROM 12/11/13)

No further information has been provided. Agenda item is **TABLED TO 3/12/14.**

NEW BUSINESS

REQUEST FROM SHERIFF WICKERSHAM TO ADDRESS NEW PHYSICAL ABILITY TEST BY LCOPAT FOR CORRECTIONS OFFICERS TO REPLACE MCOLES PHYSICAL AGILITY TEST.

The Civil Service Commission Secretary is instructed to update the applications and Civil Service website to indicate that the Michigan Sheriff's Certification and Training Council is now requiring all Corrections Officer applicants to submit a passing LCOPAT (Local Corrections Officer Physical Abilities Test) upon submission of their applications. This will replace the MCOLES Physical Agility Test which was previously required. This requirement becomes effective immediately upon the updates to the application and the website.

REQUEST FROM SHERIFF WICKERSHAM TO WAIVE DISPATCHER TYPING TEST AND DISPATCHER ERGOMETRICS TEST FOR CURRENT STERLING HEIGHTS DISPATCHERS.

MOTION

A motion was made by Chairman Stanley to waive the dispatcher typing test and Ergometric Video Test for current Sterling Heights Police Department dispatchers applying to the MCSO, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOGD PC INVOICE NUMBER 2014-1 FOR \$ 780.00 FOR (4) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR SARA COLLINS, SCOTT DEMUYNCK, ANMAR GAPPE, AND ANDREW RUDDY DATED 1/24/14 AND INVOICE NUMBER 2014-2 FOR \$195.00 FOR (1) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION FOR ERIK SIMPSON DATED JANUARY 31, 2014.

MOTION

A motion was made by Chairman Stanley to pay the above noted invoices, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

REVIEW PROCEDURE FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS. COMMISSIONERS TO CONSIDER REQUIRING THAT APPLICANTS PASS THE PHYSICAL PRE-EMPLOYMENT EXAMINATION BEFORE BEING SCHEDULED AND SENT FOR PSYCHOLOGICAL PRE-EMPLOYMENT EXAMINATION.

MOTION

A motion was made by Vice-Chairman Froberg to continue scheduling the physical and psychological pre-employment examinations simultaneously, in order to avoid delay in applicant screening process, and the MCSO will pay for any psychological pre-employment examinations in the event the applicant fails their pre-employment physical examination, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW PROCEDURE FOR APPLICANTS APPEALING THE RESULTS OF THEIR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS.

The Civil Service Commission will hold a Special Civil Service Commission meeting to establish an appeal procedure of both physical and psychological examination results. **TABLED TO FEBRUARY 26, 2014**

RECEIVE AND FILE LETTER TO BENCHMARK HEALTH PC / HENRY FORD HEALTH SYSTEMS REQUIRING THAT THEY FORWARD THE ACTUAL DRUG SCREENING RESULTS FROM MCOLES APPROVED TESTING LABORATORY IN ADDITION TO THE CURRENT EXAMINATION PASS / FAIL RESULTS.

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above letter, supported by Chairman Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE LETTER TO BENCHMARK HEALTH PC / HENRY FORD HEALTH SYSTEMS DENYING PAYMENT OF \$430.00 INVOICE.

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above letter, supported by Chairman Stanley. **THE MOTION CARRIED**

REQUEST FROM BENCHMARK HEALTH PC / HENRY FORD HEALTH SYSTEMS TO INCREASE THE FEE FOR PRE-EMPLOYMENT PHYSICAL EXAMS TO \$130.0

This agenda item is **TABLED TO 3/12/14**

REVIEW PROCESS REQUIRED BY MACOMB COUNTY PURCHASING DEPARTMENT REGARDING SWITCHING PROVIDERS / VENDORS, I.E. PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS.

Macomb County Finance Department has put out a Request for Proposals for a new physical examiner for the County and they have included the Civil Service Commission pre-employment physical examinations in the request.

RECEIVE AND FILE SUMMARY OF CLERK / COMMISSION / MCSO MEETING OF JANUARY 30, 2014 REGARDING SENIOR SECRETARY POSITION.

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above summary, supported by Chairman Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE LETTER REGARDING CHAIRMAN ROBERT STANLEY OVERSEEING FEBRUARY 20, 2014 ERGOMETRIC TEST.

MOTION

A motion was made by Vice-Chairman Froberg to receive and file the above letter, supported by Chairman Stanley. **THE MOTION CARRIED**

ELECT CIVIL SERVICE COMMISSION OFFICERS FOR CALENDAR YEAR 2014.

This agenda item is **TABLED TO 3/12/14**

ADJOURNMENT

MOTION

A motion was made by Vice-Chairman Froberg to adjourn the meeting at 10:45 a.m., supported by Chairman Stanley. Meeting adjourned until the Special Civil Service Commission meeting on Wednesday, February 26, 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