



Civil Service Commission

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

COMMISSIONERS

Robert Stanley, Chairman
Diane McGee, Vice-Chair

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, February 11, 2015 - 9:00 A.M.
Corporation Counsel Library – 8th Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, February 11, 2015 in the Corporation Counsel Library on the 8th floor of the Macomb County Administration Building. The Chairman called the meeting to order at 9:00 a.m. with the following members present:

Present: Robert Stanley, Chairman
Diane McGee, Vice-Chair

Also present: John Schapka, Office of Corporation Counsel
Karlyn Semlow, Human Resources and Labor Relations
Sgt. Lori Misch, Sheriff's Office Representative

ADOPTION OF AGENDA

MOTION

A motion was made by Vice-Chair McGee to adopt the Agenda for February 11, 2015, supported by Chairman Stanley. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the minutes of January 28, 2015, supported by Chairman Stanley. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

NONE

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2015 BUDGET

MOTION

A motion was made by Vice-Chair McGee to receive and file the 2015 budget report, supported by Chairman Stanley. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Deputy Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Corrections Officer Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE COMPUTER MAINTENANCE CLERK #14-465 ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Computer Maintenance Clerk #14-465 Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED. CARRIED.**

REVIEW AND APPROVE TELEPHONE OPERATOR #14-457 ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Telephone Operator #14-457 Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE REQUESTS FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS, REVIEW EXAMINATION RESULTS, AND RECOMMENDATION FOR HIRE FOR:

- Joli Kirsch – Corrections Officer
- Amanda LeVan – Corrections Officer
- Kyle Madaj– Corrections Officer
- Brandon Medlow – Corrections Officer
- Michele Missig – Corrections Officer

MOTION

A motion was made by Vice-Chair McGee to receive and file the above, and a recommendation for hire was sent to MCSO for Joli Kirsch, Kyle Madaj, Brandon Medlow, and Michele Missig, and Amanda LeVan's examination results was pending and tabled until February 25, 2015, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS AND RECOMMENDATION FOR HIRE:

- Eric Brillhart – Corrections Officer
- Lawrence Duda – Corrections Officer
- Robert Lerwick III – Corrections Officer

MOTION

A motion was made by Vice-Chair McGee to review and approve the above and recommendation for hire was sent to MCSO, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE APPEAL LETTERS AND REVIEW PRE-EMPLOYMENT PHYSICAL RE-EVALUATION OF VISION, AND RECOMMENDATION FOR HIRE FOR:

- Alyssa Farrah – Dispatcher
- Daniel Matz – Corrections Officer
- Joseph Sellers.- Dispatcher

MOTION

A motion was made by Vice-Chair McGee to receive and file the appeal letters, and all the above evaluations were approved and a recommendation for hire was sent to MCSO, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT POSITION AND TERMINATION LETTER AND FORMS FOR:

- Alexander Allen – Dispatcher – Transfer Effective 3/1/15
- Carrie Ambrose – Dispatcher – Transfer Effective 3/15/15
- Corey Babbitt – Corrections Officer – Hired Effective 2/12/15
- Scott DeMuynck – Corrections Officer – Resigned Effective 2/5/15
- Evan Friese – Dispatcher – Transferred Effective 3/1/15
- Kathleen Gardner – Dispatcher – Hired Effective 3/1/15
- Jeffrey Gillette – Dispatcher – Hired Effective 2/15/15
- Brittany Gillon – Dispatcher – Transfer Effective 3/1/15
- Justin Grimes – Corrections Officer – Hired Effective 2/13/15
- Emily Hulbert – Dispatcher – Transfer Effective 3/1/15
- Ryan Leslie – Dispatcher – Transfer Effective 3/1/15
- Sylvia Lukowiak – Dispatcher – Hired Effective 2/16/15
- Stephanie Neumann – Dispatcher – Transfer Effective 3/1/15
- Jessica Piper – Dispatcher – Transfer Effective 3/1/15
- Jonathan Potocki – Dispatcher – Hired Effective 2/17/15
- Brandy Robinson – Corrections Officer – Hired Effective 2/26/15
- Gerald Romanow – Corrections Officer – Hired Effective 2/25/15
- Angela Salisbury – Dispatcher – Hired Effective 3/1/15
- Mark Shock – Corrections Officer – Hired Effective 2/14/15
- Brian Simon – Corrections Officer – Hired Effective 2/16/15
- Jacob Stark – Dispatcher – Transfer Effective 3/1/15
- Matthew VanLacken – Corrections Officer – Hired Effective 2/15/15
- Daniel Webb – Corrections Officer – Hired Effective 2/17/15
- David Willis Jr. – Sergeant – Retired Effective 2/2/15
- Cameron Wright – Dispatcher – Transfer Effective 3/1/15

MOTION

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

OLD BUSINESS

DISCUSSED THE STATUS OF DR. KARLE'S RESPONSE TO RETAINING HER SERVICES.

MOTION

A motion was made by Vice-Chair McGee to post an RFP for a new psychologist to see what bids are received, supported by Chairman Stanley. **THE MOTION CARRIED.**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO CONCENTRA, INVOICE #710043404, DATED 1/16-1/21/15 IN THE AMOUNT OF \$1080.00, AND INVOICE #710043518, DATED 1/6-1/19/15 IN THE AMOUNT OF \$330.00 FOR PHYSICAL EXAMS FOR DANIEL MATZ, JONATHAN POTOCKI, BRANDY ROBINSON, BRIAN SIMON, MATTHEW VANLACKEN, LARRY DUDA, MARK SHOCK, DANIEL WEBB, ROBERT LERWICK, ALYSSA FARRAH, COREY BABBITT, AND JUSTIN GRIMES.

MOTION

A motion was made by Vice-Chair McGee to approve the above payment, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT FOR DR. KARLE, INVOICE #2015-1, DATED 1/12/15 IN THE AMOUNT OF \$780.00, INVOICE #2015-2, DATED 1/19/15 IN THE AMOUNT OF \$780.00, AND INVOICE #2015-3 DATED 1/26/15 IN THE AMOUNT OF \$1,170.00 FOR PSYCHOLOGICAL EXAMS FOR ALYSSA FARRAH, JEFFREY GILLETTE, SYLVIA LUKOWIAK, JOSEPH SELLERS, DANIEL MATZ, JONATHAN POTOCKI, BRANDY ROBINSON, AND BRIAN SIMON, COREY, BABBITT, ERIC BRILLHART, JUSTIN GRIMES, MARK SHOCK, MATTHEW VANLACKEN, AND DANIEL WEBB.

MOTION

A motion was made by Vice-Chair McGee to approve the above payment, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT FOR DR. KARLE, INVOICE #2015-3, DATED 1/26/15 IN THE AMOUNT OF \$1,170.00, AND INVOICE #2015-4 DATED 2/6/15 IN THE AMOUNT OF \$390.00, AND INVOICE #2015-5 DATED 2/9/15 IN THE AMOUNT OF \$975.00 FOR PSYCHOLOGICAL EXAMS FOR COREY BABBITT, ERIC BRILLHART, JUSTIN GRIMES, MARK SHOCK, MATTHEW VANLACKEN, DANIEL WEBB, LARRY DUDA, ROBERT LERWICK, JOLI KIRSCH, AMANDA LEVAN, KYLE MADAJ, BRANDON MEDLOW, AND MICHELE MISSIG.

MOTION

A motion was made by Vice-Chair McGee to approve the above payment, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE DR. KARLE'S LETTER INFORMING THE CIVIL SERVICE COMMISSION THAT SHE WILL BE USING THE MINNESOTA MULTIPHASIC PERSONALITY INVENTORY FOR HER EVALUATIONS UNTIL THE TIME OF HER DISCONTINUE SERVICE, WHICH IS APRIL 1, 2015.

MOTION

A motion was made by Vice-Chair McGee to receive and file Dr. Karle's letter, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE ANNUAL REPORT FOR 2014.

MOTION

A motion was made by Vice-Chair McGee to review and approve the 2014 Annual Report, supported by Chairman Stanley. **THE MOTION CARRIED.**

SELECT A COMMISSIONER TO PROCTOR THE DISPATCHER SUPERVISOR WRITTEN TEST ON APRIL 14, 2015.

MOTION

A motion was made by Vice-Chair McGee that Chairman Stanley will proctor the Dispatcher Supervisor written test on April 14, 2015, supported by Chairman Stanley. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at or about 10:30 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, February 25, 2015 at 9 a.m. at the Macomb County Administration Building, Corporation Counsel Library, on the 8th Floor. **THE MOTION CARRIED.**

Shirley Maniaci, Senior Secretary to
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk