



# 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, April 8, 2015 - 9:00 A.M.  
Macomb County Administration Building  
Corporation Counsel Library – 8<sup>th</sup> Floor

### MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, April 8, 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  
Lt. Walt Zimny, Sheriff's Office Representative

Not Present: Karlyn Semlow, Human Resources and Labor Relations

### **ADOPTION OF AGENDA**

#### **MOTION**

A motion was made by Vice-Chair McGee to adopt the Agenda for April 8, 2015, supported by Chairman Stanley. **THE MOTION CARRIED**

### **MINUTES**

#### **MOTION**

A motion was made by Vice-Chair McGee to approve the minutes of March 25, 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 COMPUTER MAINTENANCE CLERK ELIGIBILITY LIST**

#### **MOTION**

A motion was made by Vice-Chair McGee to review and approve the Computer Maintenance 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 DEPUTY'S ELIGIBILITY LIST**

#### **MOTION**

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

### **RECEIVE AND FILE REQUESTS FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EVALUATIONS FOR:**

- Cedric Erkins Sr – Corrections Officer
- Joseph Shakotka – Corrections Officer

#### **MOTION**

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

### **REVIEW AND APPROVE PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EVALUATION RESULTS AND RECOMMEND FOR HIRE FOR:**

- Kaley Jones – Dispatcher
- Bryan Siterlet – Dispatcher
- Cedric Erkins Sr – Corrections Officer

#### **MOTION**

A motion was made by Vice-Chair McGee to review and approve Kaley Jones and Bryan Siterlet and recommendation for hire was sent to MCSO, except Cedric Erkins Sr. who failed part of his physical and a Deny for Hire was sent to MCSO, supported by Chairman Stanley. **THE MOTION CARRIED.**

## **OLD BUSINESS**

### **RECEIVE AND FILE LETTER OF PROPOSAL FROM ALPHA PSYCHOLOGICAL SERVICES**

#### **MOTION**

A motion was made by Vice-Chair McGee to receive and file the above letter and to **TABLE** the decision of selecting a new Psychologist until the April 29, 2015 meeting, supported by Chairman Stanley. **THE MOTION CARRIED. (TABLED)**

**DISCUSS THE REQUEST FROM THE SHERIFF'S DEPARTMENT TO SCHEDULE THE DISPATCHER'S VIDEO TEST MORE OFTEN THAN QUARTERLY**

**MOTION**

A motion was made by Vice-Chair McGee to **TABLE** this decision until the April 29, 2015 meeting, supported by Chairman Stanley. **THE MOTION CARRIED. (TABLED)**

**NEW BUSINESS**

**REVIEW AND APPROVE PAYMENT TO DR. KARLE, INVOICE #2015-7 DATED APRIL 3, 2015 IN THE AMOUNT OF 585.00 FOR PSYCHOLOGICAL EXAMS FOR KALEY JONES, DAVID REESE, AND BRYAN SITERLET.**

**MOTION**

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

**REVIEW AND APPROVE PAYMENT TO CONCENTRA, INVOICE #710158922 DATED 3/23-3/31/15 IN THE AMOUNT OF \$360.00 FOR PHYSICAL EXAMINATIONS FOR BRYAN SITERLET, CEDRIC ERKINS, AND JOSEPH SHAKOTKO.**

**MOTION**

A motion was made by Vice-Chair McGee to **TABLE** payment until the outcome of Cedric Erkins physical re-evaluation, supported by Chairman Stanley. **THE MOTION CARRIED.**

**REVIEW THE POLICY OF WHEN AN APPLICANT CAN RETAKE TYPING TEST AND DISPATCHER'S VIDEO TEST.**

**MOTION**

A motion was made by Vice-Chair McGee to not allow retesting for applicants that do not follow directions, and the policy for testing remains, supported by Chairman Stanley. **THE MOTION CARRIED.**

**ADJOURNMENT**

**MOTION**

A motion was made by Vice-Chair McGee to adjourn the meeting at or about 10:22 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, April 29, 2015 at 9 a.m. at the Macomb County Administration Building, Corporation Counsel Library, on the 8<sup>th</sup> Floor. **THE MOTION CARRIED.**

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Shirley Maniaci, Senior Secretary to  
Macomb County Civil Service Commission

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Carmella Sabaugh, Macomb County Clerk