



# Civil Service Commission

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

## Commissioners

Robert Stanley  
Diane McGee  
William A. Froberg

Carmella Sabaugh  
Macomb County Clerk

## **MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING**

Wednesday, April 13, 2011

The Macomb County Civil Service Commission held their meeting on Wednesday, April 13, 2011 in the Court Administration Conference Room D on the 5<sup>th</sup> floor of the Circuit Court Building. The Chairman called the meeting to order at 9:00 a.m. with the following members present:

Robert Stanley, Chairman  
Diane McGee, Vice-Chair  
William Froberg, Commissioner

Also present:

Lt. Greg Stone, Sheriff's Office  
Lisa Weber, Human Resources  
James Meyerand, Assistant Corporation Counsel  
John Anderson, Director, Risk Management

## **ADOPTION OF AGENDA**

### **MOTION**

A motion was made by Commissioner Froberg to approve the agenda of April 13, 2011, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

## **MINUTES**

### **MOTION**

A motion was made by Commissioner Froberg to approve the March 9, 2011 meeting minutes, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

## **PUBLIC PARTICIPATION**

None

## **BUSINESS**

## **REVIEW CIVIL SERVICE COMMISSION BUDGET**

### **MOTION**

A motion was made by Commissioner Froberg to receive and file the Civil Service budget, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

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Unofficial Minutes of the Macomb County Civil Service Commission Meeting April 13, 2011 at 9:00 a.m. held at Macomb County Circuit Court, 5<sup>th</sup> Floor Court Administration Conference Room D, 40 N. Main Street, Mount Clemens, MI 48043.  
These minutes may be amended and remain unofficial until formally adopted by the commission at a meeting.

**REVIEW AND DISCUSS CUSTOMER SURVEY FROM ERGOMETRICS, INC.**

Discussion regarding customer survey from Ergometrics, Inc. regarding their services.

**MOTION**

A motion was made by Vice-Chair McGee to receive and file the survey from Ergometrics, Inc., supported by Commissioner Froberg. **THE MOTION CARRIED.**

**DISCUSS USING CONCENTRA AS MEDICAL TESTING PROVIDER**

Commissioners and Counsel Meyerand discussed switching testing provider to Concentra. John Anderson, Director of Risk Management attended and stated that Concentra is the testing provider for all other county departments and that it would provide uniformity of testing if the Civil Service Commission also used Concentra. Concentra is not able to do blood-borne testing. Risk Management personnel are conducting training in this and that does not prohibit Concentra from conducting MCOLES-like testing.

The costs were discussed and it was determined that we currently pay \$127 per pre-employment testing and that Concentra will charge \$104 per test. John Anderson states that the County previously put the testing provider service out for bids and Concentra was the low bidder.

Discussion was held regarding Concentra's ability to provide color-blind testing. It was decided that because Concentra is MCOLES-compliant they would be able to provide this service.

The Commissioners discussed whether we are bound under a contract to St John Occupational Health Services or if we can switch service providers. Counsel Meyerand advised that we pay our test provider on a per-test basis and we are not bound under a contract, or if we are, there is no fee attached to that.

Discussion was held regarding who arranges testing and contacts applicants for testing. Currently Barb McClinton 307-9311 at the Macomb County Sheriff's Department arranges for testing with Concentra. It is requested that the Secretary to the Civil Service Commission will be listed as a contact person with Concentra and have the ability to arrange for applicants to be tested by Concentra for pre-employment testing.

**MOTION**

A motion was made by Commissioner Froberg to use Concentra as medical testing provider, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

**CIVIL SERVICE BINDER ADDITION: AMENDED FREEDOM OF INFORMATION ACT CONTACT INFORMATION SHEET**

Secretary to the Commission disbursed copies of the Amended Freedom of Information Act Contact Information Sheet for Commissioner's binders as requested by Counsel Meyerand. .

Commissioners received and filed binder addition for Amended Freedom of Information Act Contact Information Sheet:

### **REVIEW TEST RESULTS FROM FERRIS STATE UNIVERSITY COLOR-BLIND TEST**

Commissioners review and discuss test results from Ferris State University regarding color-blind re-test for a specific applicant. The specific applicant has passed the color-blind test.

#### **MOTION**

A motion was made by Vice-Chair McGee to receive and file test results from Ferris State University for color-blind re-test on a particular applicant, supported by Commissioner Froberg.

**THE MOTION CARRIED.**

### **PERSONNEL**

#### **REVIEW AND APPROVE CORRECTION OFFICER ELIGIBILITY LIST**

Commissioners review Correction Officer Eligibility List. There are currently 127 applicants on the list and we will have 123 eligible applicants at end of month

#### **MOTION**

A motion was made by Vice-Chair McGee to approve the Corrections Officer Eligibility list dated April 13, 2011, supported by Commissioner Froberg. **THE MOTION CARRIED.** Applications and eligibility list will be forwarded to the Sheriff's Office.

### **INVOICES**

#### **FERRIS STATE UNIVERSITY EYE CENTER INVOICE**

#### **MOTION**

A motion was made by Vice-Chair McGee to approve payment to a specific applicant for invoice for Account # 42967 dated 3/17/11 in the amount of \$147.00 for reimbursement of Ferris State University – University Eye Center testing, supported by Commissioner Froberg.

**THE MOTION CARRIED.**

#### **ST JOHN OCCUPATIONAL HEALTH PARTNERS INVOICE**

#### **MOTION**

A motion was made by Commissioner Froberg to approve payment to St John Occupational Health Partners for Invoice # 164465 dated 3/15/11 in the amount of \$127.00 for Pre-Hire Physical Exam, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

### **NEW BUSINESS**

#### **NOTE OF APPRECIATION TO PAST-SECRETARY CADY**

Civil Service Commission prepares thank-you card to be presented to Past-Secretary Kim Cady.

#### **REVIEW AWARD NOMINATION FROM FOUNDATION FOR IMPROVEMENT OF JUSTICE, INC.**

Commissioners discuss nomination form and determine that it would be more appropriate for the Sheriff's Department to make any nominations, if they so desire.

**MOTION**

A motion was made by Vice-Chair McGee to receive and file Award Nomination from Foundation for Improvement of Justice, Inc., supported by Commissioner Froberg. **THE MOTION CARRIED.**

**COMMISSION EXPRESSES APPRECIATION FOR COUNSEL JAMES MEYERAND'S SERVICE**

Commissioner Froberg expresses appreciation on behalf of the Commission for service through the past fifteen years and particularly representing the Civil Service Commission in the implementation of new testing process for Sheriff's Department and the arbitration involved.

**ADJOURNMENT**

**MOTION**

A motion was made by Commissioner Froberg to adjourn the meeting at 9:35 a.m., supported by Vice-Chair McGee, until the next meeting of Wednesday, May 11, 2011 at 9:00 a.m. in Court Administration Conference Room D on the 5<sup>th</sup> floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED.**

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Lynn K Brown, Secretary to Civil Service Commission

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Carmella Sabaugh, Macomb County Clerk