



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, October 12, 2011

The Macomb County Civil Service Commission held their meeting on Wednesday, October 12, 2011 in the County Clerk's Conference Room on the 1st 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-Chairperson

Absent and Excused: William Froberg, Commissioner

Also present: Sgt. Chris Amey, Sheriff's Office
Orletta Cross, Human Resources Representative

ADOPTION OF AGENDA

MOTION

A motion was made by Vice-Chair McGee to approve the agenda for October 12, 2011, supported by Chairman Stanley. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the September 21, 2011 meeting minutes, supported by Chairman Stanley. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION BUDGET

MOTION

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

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UPDATE REGARDING CHANGES TO TESTING PROTOCOLS FOR CONCENTRA PHYSICAL EXAMINATION

Commissioners discuss new testing protocols for Concentra Medical Centers to conduct medical testing for applicants. Updated contact information provided for Concentra Medical Center representative.

MOTION

A motion was made by Vice-Chair McGee to receive and file the new Contact List and Testing Protocols, supported by Chairman Stanley. **THE MOTION CARRIED.**

UPDATE REGARDING CIVIL SERVICE COMMISSION RESPONSE TO MEMORANDUM FROM FINANCE DEPARTMENT REGARDING 2012/2013 CIVIL SERVICE BUDGET

MOTION

A motion was made by Vice-Chair McGee to table this agenda item until further discussion with Counsel Meyerand, supported by Chairman Stanley. **THE MOTION CARRIED.**

DISCUSSION REGARDING DISPATCHER LEADER AND DISPATCHER SUPERVISOR ELIGIBILITY LISTS

Commissioners discuss updating the Dispatcher Leader and Dispatcher Supervisor lists.

MOTION

Motion by Chairman Stanley to table this agenda item, supported by Vice-Chair McGee. **THE MOTION CARRIED**

DISCUSSION REGARDING CLERICAL EMPLOYEE ELIGIBILITY LIST

Commissioners discuss updating Clerical Employee eligibility list. Human Resources provided current Clerical Employee Eligibility List to Civil Service Commission.

MOTION

Motion by Chairman Stanley to deviate from agenda and proceed to agenda item 7)d., approval of hiring of Christine Rutledge-Dudek (CMC) effective 9/12/11, supported by Vice-Chairperson McGee. **THE MOTION CARRIED**

REVIEW AND APPROVE NEW CIVIL SERVICE COMMISSION WEBSITE

MOTION

Motion by Vice-Chairperson McGee to approve new Civil Service Commission website subject to approval of Counsel Meyerand, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND SIGN CONGRATULATORY RETIREMENT LETTER

Commissioners review and sign congratulatory retirement letters to:

- Deputy James Randlett

Commission Secretary will mail originals and receive and file copies.

DISCUSSION REGARDING SHERIFF DEPARTMENT POLICY REGARDING NON-EXPIRING DEPUTY PROMOTION LIST

Commissioners discuss Correction Officers who are sworn by the Sheriff Department as Corrections Deputies. Sworn Corrections Deputies may remain on the Deputy Eligibility List as non-expiring. All other Correction Officers who request to be placed on the Deputy Eligibility List expire every six months. Civil Service Commission Secretary is requested to email Sgt. Chris Amey at Sheriff's Department so that he may provide us with a list of applicants for Deputy who are sworn Corrections Deputies.

PERSONNEL

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

Motion by Vice-Chairperson McGee to approve the Corrections Officer Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE DEPUTY SHERIFF ELIGIBILITY LIST

MOTION

Motion by Vice-Chairperson McGee to approve the Corrections Officer Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE CLERICAL EMPLOYEE ELIGIBILITY LIST

MOTION

Motion by Vice-Chairperson McGee to approve the Corrections Officer Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW AND APPROVE NEW CLERICAL HIRE AS FOLLOWS:

- Christine Rutledge-Dudek (CMC) effective 9/12/11

Agenda item handled above under "Business, Discussion regarding Clerical Eligibility List".

REVIEW REQUEST FOR RECONFIRMATION OF VACANT BUDGETED POSITION, MACOMB COUNTY TERMINATION FORM FOR JAMES RANLETT (RETIREMENT) AND MEMORANDUM FROM HUMAN RESOURCES TO SHERIFF WICKERSHAM REGARDING DEPUTY RANLETT RETIREMENT

MOTION

Motion by Vice-Chair McGee to receive and file, supported by Chairman Stanley. **THE MOTION CARRIED**

REVIEW MEDICAL EXAMINATION TEST RESULTS FROM CONCENTRA MEDICAL CENTERS FOR APPLICANTS AS FOLLOWS:

- Timothy J Hill
- Adriatik Jeminaj
- John Michael Moran
- Nikolas F Nicaj
- Keith J Pethke
- Aaron M Schmittler

Concentra Medical Center has forwarded five of the six physical examinations. Concentra will be forwarding the sixth examination. The psychological examinations for all six applicants have been conducted, we are awaiting the written reports.

NEW BUSINESS

ERGOMETRIC ECOMM DISPATCHER VIDEO TESTING SET FOR TUESDAY, DECEMBER 6, 2011 at 9:30 a.m.

Vice-Chair McGee will be the Civil Service Commission representative at the Ergometric ECOMM Dispatcher Video Test.

REVIEW AND APPROVE FOR PAYMENT CONCENTRA MEDICAL INVOICE

MOTION

Motion by Vice-Chair McGee to approve payment of Invoice # 707907880 dated September 27, 2011 for \$186.50 for Concentra Medical Center, supported by Chairman Stanley. **THE MOTION CARRIED**

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at 9:43 a.m., supported by Chairman Stanley. Meeting adjourned until the next meeting of Wednesday, November 9, 2011 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
Civil Service Commission

Carmella Sabaugh, Macomb County Clerk