



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, March 13, 2013

MINUTES

The Macomb County Civil Service Commission held their meeting on Wednesday, March 13, 2013 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:

Present: Robert Stanley, Chairman
Diane McGee, Commissioner

Also present: Lt. Walter Zimny, Sheriff's Office Representative
John Schapka, Corporation Counsel

Absent: William Froberg, Vice-Chairperson
Orletta Cross Human Resources Representative

ADOPTION OF AGENDA

MOTION

A motion was made by Commissioner McGee to approve the Agenda for March 13, 2013, supported by Chairman Stanley. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner McGee to approve the Minutes for February 13, 2013, supported by Chairman Stanley. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION BUDGET

MOTION

Following the Commissioners discussion of the necessity of additional funding either from the Macomb County Sheriff's Office or the County General Fund to support the expenses of testing and hiring Dispatchers and Corrections Officers a motion was made by Chairman Stanley to receive and file the Civil Service Commission budget, supported by Commissioner McGee. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST.

MOTION

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

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST.

MOTION

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

RECEIVE AND FILE MACOMB COUNTY RECOMMENDATION TO FILL FORMS:

MOTION

A motion was made by Commissioner McGee to receive and file the Recommendation to Fill forms, supported by Chairman Stanley. **THE MOTION CARRIED.**

- Leah Monacelli – Dispatcher Effective 2/04/13
- Stephen McCord – Deputy Effective 2/16/13
- Michael Shorkey – Sergeant-1 Effective 3/09/13
- Linda Findlay – Sergeant (Full) Effective 3/09/13
- Lawrence Duda – Lieutenant Effective 3/09/13

RECEIVE AND FILE MACOMB COUNTY VACANT POSITION AUTHORIZATION FORMS:

MOTION

A motion was made by Commissioner McGee to receive and file the following Vacant Position Authorization forms, supported by Chairman Stanley. **THE MOTION CARRIED.**

- Corrections Deputy – Vacated by Stephen McCord – Promotion Effective 2/16/13
- Lieutenant – Vacated by Carolyn Marshall – Retired Effective 3/04/13

RECEIVE AND FILE REQUEST FOR MEDICAL AND PSYCHOLOGICAL EXAMINATIONS FOR:

MOTION

A motion was made by Commissioner McGee to receive and file the following Request for Medical and Psychological Examinations, supported by Chairman Stanley. **THE MOTION CARRIED.**

- Kyle White – Corrections Deputy
- Stephanie Cheung – Dispatcher (Clinton Township PD)
- Kathleen DeYoung – Dispatcher (Clinton Township PD)
- Derek Fortunate – Dispatcher (Clinton Township PD)
- Kristan Koehler – Dispatcher (Clinton Township PD)
- David Popovich – Dispatcher (Clinton Township PD)
- Aileen Sczublewski – Dispatcher (Clinton Township PD)
- Christopher Bennett – Dispatcher
- Robert Deja – Dispatcher
- Brendan Fraser – Dispatcher

- Erika Grzech – Dispatcher
- Krysta LeBeau – Dispatcher
- Marcy Oke – Dispatcher
- Joshua Strassburg – Dispatcher

REVIEW PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS AND FORWARD RECOMMENDATION FOR HIRE TO THE MACOMB COUNTY SHERIFF'S OFFICE FOR:

- Richard Gabriel II – Corrections Officer
- Charles Mishakis - Corrections Officer
- Kyle White - Corrections Officer
- Derek Fortunate - Dispatcher
- Kristan Koehler - Dispatcher

MOTION

A motion was made by Commissioner McGee to receive and file the following Request for Medical and Psychological Examinations, supported by Chairman Stanley. **THE MOTION CARRIED.**

OLD BUSINESS

PRESENTATION BY EMPCO REPRESENTATIVE JOHN HIGGINS REGARDING TEST CONTENT AND SCORES FOR CORRECTIONS SERGEANT-1 AND LAW ENFORCEMENT SERGEANT-1 EXAMINATIONS. (TABLED FROM 2/13/13 MEETING).

John Higgins and Commissioners discuss high fail rate for Correction Sgt-1 and LE Sgt-1 applicants. Higgins suggested we explore the following areas: length of study time; lack of job openings as a disincentive; allowing EMPCO to conduct a job analysis; adjusting the weight given to the written examination scores and the oral examination scores.

Lt Zimny and John Higgins agree to arrange a meeting to conduct a job analysis and explore tailoring the test to actual job performance. Higgins indicated the study would last approximately one-half hour and there is no charge for this service.

RECEIVE AND FILE PA 390 MICHIGAN EMERGENCY MANAGEMENT ACT.

REVIEW AND SIGN LETTER TO SHERIFF ANTHONY WICKERSHAM APPROVING THE MODIFICATION OF TESTING REQUIREMENTS FOR CURRENT CLINTON TOWNSHIP DISPATCHERS BEING HIRED BY MC SO AS REQUESTED IN LETTER FROM SHERIFF WICKERSHAM DATED JANUARY 18, 2013.

MOTION

A motion was made by Commissioner McGee to sign the letter agreeing to test modifications for current Clinton Township Dispatchers, supported by Chairman Stanley. **THE MOTION CARRIED.**

COMMISSIONER MCGEE TO PROCTOR ERGOMETRIC VIDEO DISPATCHER TESTING ON THURSDAY, MARCH 21, 2013 AT 9 AM AT THE MC SO TRAINING ROOM

SPECIAL CIVIL SERVICE COMMISSION MEETING ON MONDAY, MARCH 25, 2013 AT 9 AM AT THE CLERK'S OFFICE CONFERENCE ROOM.

NEW BUSINESS

REVIEW AND APPROVE PAYMENTS FOR CONCENTRA MEDICAL CENTER FOR INVOICE NUMBERS 708710633 FOR \$149.00 FOR (1) PRE-EMPLOYMENT PHYSICAL EXAMINATION

FOR CHARLES MISHAKIS DATED FEBRUARY 18, 2013; INVOICE NUMBERS 708721476 FOR \$298.00 FOR (2) PRE-EMPLOYMENT PHYSICAL EXAMINATIONS FOR KYLE WHITE AND RICHARD GABRIEL DATED FEBRUARY 20-25, 2013; AND INVOICE NUMBERS 708734723 FOR \$149.00 FOR (1) PRE-EMPLOYMENT PHYSICAL EXAMINATION FOR AILEEN SCZUBLEWSKI DATED MARCH 4, 2013;

MOTION

A motion was made by Commissioner McGee to approve payment of the invoices totaling \$596.00, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOOGD PC INVOICE NUMBERS 2013-1 FOR \$585.00 FOR (3) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION FOR RICHARD GABRIEL II, CHARLES MISHAKIS, AND KYLE WHITE DATED 2/18-2/22/2013; INVOICE NUMBER 2013-2 FOR \$390 FOR(2) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR STEPHANIE CHEUNG AND KRISTAN KOEHLER DATED 3/1/2013; AND INVOICE NUMBER 2013-3 FOR \$780.00 FOR (4) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FOR KATHLEEN DEYOUNG, DAVID POPOVICH, AILEEN SCZUBLEWSKI, AND DEREK FORTUNATE DATED 3/4 - 3/9/13.

MOTION

A motion was made by Commissioner McGee to approve payment of the invoices totaling \$1755.00, supported by Chairman Stanley. **THE MOTION CARRIED.**

CORRECTIONS SGT-1 ELIGIBILITY LIST REVISION

Lt. Zimny requests that the Corrections Sgt-1 Eligibility List be revised to list eligible applicants from newest to oldest and also to add all previous test dates for each applicant.

MOTION

A motion was made by Commissioner McGee to have Civil Service Secretary make the requested revisions to the Corrections Sgt-1 Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED**

ADJOURNMENT

MOTION

A motion was made by Commissioner McGee to adjourn the meeting at 10:35 a.m., supported by Chairman Stanley. Meeting adjourned until the next scheduled meeting (Special Meeting) on Wednesday, March 25, 2013 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