



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

Tuesday, November 12, 2013 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their meeting on Tuesday, November 12, 2013 in the County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Court Building. The Chairman called the meeting to order at 9: 05 a.m. with the following members present:

Present: Robert Stanley, Chairman
William Froberg, Vice-Chairman
Diane McGee, Commissioner

Also present: Lt. Walter Zimny, Sheriff's Office Representative

Absent: Orletta Cross, Human Resources and Labor Relations
John Schapka, Corporation Counsel

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Vice-Chairman Froberg to adopt the Amended Agenda for November 12, 2013, supported by Commissioner McGee. **THE MOTION CARRIED.**

MINUTES

MOTION

A motion was made by Commissioner McGee to approve the minutes for October 9, 2013, supported by Vice-Chairman Froberg. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2013 BUDGET

MOTION

A motion was made by Commissioner McGee to receive and file the Civil Service Commission

budget report, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

PERSONNEL

REVIEW AND APPROVE CORRECTION OFFICER ELIGIBILITY LIST

MOTION

A motion was made by Commissioner McGee to review and approve the Correction Officer Eligibility List dated November 12, 2013, supported by Vice-Chairman Froberg. **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 dated November 12, 2013, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

RECEIVE AND FILE TERMINATION FORM AND VACANT POSITION AUTHORIZATION:

- Giuseppe Troncone – Corrections Deputy (Resigned Effective 11/12/13)

RECEIVE AND FILE REQUEST FOR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EVALUATIONS AND REVIEW PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS FOR:

- Jennifer Downey – Corrections Deputy applicant
- Jessica Lavens – Dispatcher applicant
- Anthony Paredes – Corrections Deputy applicant
- Antoine Webb – Corrections Deputy applicant

MOTION

A motion was made by Chairperson Stanley to **Deny for Hire:** Jennifer Downey and Jessica Lavens (failed pre-employment examinations) and **Recommend for Hire:** Anthony Paredes and Antoine Webb (contingent upon passing psychological examinations), supported by Commissioner McGee. **THE MOTION CARRIED**

OLD BUSINESS

RECEIVE AND FILE WRITTEN DETERMINATION OF APPEAL OF TERMINATION BY A SPECIFIC SHERIFF'S OFFICE DEPUTY PURSUANT TO PUBLIC ACT 298 OF 1966.

MOTION

A motion as made by Commissioner McGee to receive and file the written determination of appeal of termination along with supporting mail receipts, supported by Chairman Stanley. **THE MOTION CARRIED**

RECEIVE AND FILE COPY OF LETTER DATED 10/9/13 SENT TO OCE MARK HACKEL REGARDING REQUEST TO ALLOCATE FUNDS TO COUNTY CLERK TO SUPPORT CIVIL SERVICE COMMISSION WORKLOAD

MOTION

A motion as made by Commissioner McGee to receive and file the letter requesting funding in support of the Civil Service Commission and to table discussion of this issue pending response from OCE Mark Hackel, supported by Chairman Stanley. **THE MOTION CARRIED** (to receive and file letter) **TABLED TO 12/11/13**

REVIEW AND SIGN HENRY FORD HEALTH SYSTEMS BUSINESS AGREEMENT (TABLED FROM 10/9/13)

Commissioners continue to wait for Henry Ford Health Systems (HFHS) representative to sign Business Agreement and return it to the Commissioners for their signatures. Secretary instructed to contact HFHS. **TABLED TO 12/11/13**

NEW BUSINESS

REVIEW AND APPROVE PAYMENT FOR MICHAEL VREDEVOGD PC INVOICE NUMBERS 2013-9 FOR \$195.00 FOR (1) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION FOR JENNIFER DOWNEY, DATED 10/25/2013; AND 2013-10 FOR \$195.00 FOR (1) PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATION FOR JESSICA LAVENS, DATED 10/28/2013

MOTION

A motion was made by Vice-Chairman Froberg to pay the invoice, supported by Commissioner McGee. **THE MOTION CARRIED**

RECEIVE AND FILE LETTER FROM DR KLISZ-KARLE REGARDING UNAVAILABLE TO CONDUCT PRE-EMPLOYMENT PSYCHOLOGICAL EXAMINATIONS FROM DECEMBER 23, 2013 TO JANUARY 10, 2014

MOTION

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

SELECT A COMMISSIONER TO PROCTOR ERGOMETRIC VIDEO DISPATCHER TEST ON FRIDAY, DECEMBER 6, 2013 AT 9 AM

Commissioner Diane McGee will proctor the Dispatcher Video Test.

DISCUSS AND APPROVE THE RELEASE OF DRUG SCREEN RESULTS FOR A SPECIFIC LIST OF EMPLOYEES TO THE MCSO TO COMPLY WITH A MCOLES AUDIT

Commissioners and Corporation Counsel instruct Secretary to copy requested drug screen test results and provide them to the MCSO liaison Lt Zimny in a sealed envelope for the MCOLES auditor. Upon satisfaction of the audit the drug screen test results will be shredded by Lt Zimny.

REVIEW AND DISCUSS MCOLES LIST OF APPROVED DRUG TESTING LABORATORIES, SWITCHING BACK TO URINALYSIS DRUG SCREENS WHICH ALLOW TESTING FOR ALL SIX SUBSTANCES AS REQUIRED BY MCOLES STANDARDS AND SIGN LETTER NOTIFYING HENRY FORD HEALTH SYSTEMS OF REQUIRED STANDARDS

MOTION

A motion was made by Chairman Stanley to instruct HFHS to immediately begin urinalysis drug screens and have them analyzed by an MCOLES approved laboratory, supported by Commissioner McGee. **THE MOTION CARRIED**

CLARIFY PROMOTIONAL REQUIREMENTS FOR BOTH DISPATCHER LEADER AND DISPATCHER SUPERVISOR

Commissioners instruct Secretary to set up a Special Civil Service Commission meeting on

Wednesday, December 4, 2013 at 9 am and include MCSO, HRLR, Corporation Counsel to determine promotional requirements and procedure for these positions

AMEND APPLICATION AND CIVIL SERVICE WEBSITE TO REMOVE DISPATCHER SUPERVISOR AND DISPATCHER LEADER

MOTION

A motion was made by Chairman Stanley to remove Dispatcher Leader and Dispatcher Supervisor from the Requirements page of the Civil Service application and also from the website until the requirements and procedures are decided, supported by Commissioner McGee. **THE MOTION CARRIED**

ADJOURNMENT

MOTION

A motion was made by Vice-Chairman Froberg to adjourn the meeting at 10:00 a.m., supported by Commissioner McGee. Meeting adjourned until the next Civil Service Commission meeting on Wednesday, December 11, 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