



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 SPECIAL MEETING

Wednesday, February 26, 2014 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their Special Meeting on Wednesday, February 26, 2014 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: 03 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
John Schapka, Corporation Counsel

Absent: Orletta Cross, Human Resources and Labor Relations Representative

ADOPTION OF AGENDA

MOTION

A motion was made by Vice-Chairman Froberg to adopt the Agenda for February 26, 2014, supported by Commissioner McGee. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

None

PERSONNEL

REVIEW AND APPROVE DISPATCHER ELIGIBILITY LIST

MOTION

A motion was made by Commissioner McGee to review and approve the Dispatcher Eligibility List dated February 26, 2014, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

NEW BUSINESS

REVIEW PROCEDURE FOR APPLICANTS APPEALING THE RESULTS OF THEIR PRE-EMPLOYMENT PHYSICAL AND PSYCHOLOGICAL EXAMINATION RESULTS

The procedure for civil service applicants appealing their pre-employment physical and / or psychological evaluations has been established as follows:

- The applicant will be notified by certified letter, restricted delivery, return receipt requested of the failure of the physical and / or psychological evaluation.
- The applicant will be notified that they have ten days from receipt of the letter to notify the Civil Service Commission in writing if they wish to appeal the results of the evaluation.
- The secretary to the Civil Service Commission will, when notified an applicant wishes to pursue an appeal, coordinate the appointment date and time between the provider and the applicant.
- Failure of the applicant to appear at the appointed date and time is considered a waiver of the appeal process.
- The applicant will be required to be evaluated by a psychologist or physician chosen by the Civil Service Commission at the applicant's sole expense.
- The Civil Service Commission reserves the right to choose the physician or psychologist for the re-evaluation among a list of providers they maintain. That list is subject to change.
- The physical or psychological evaluation is the property of the Civil Service Commission and will not be provided to the applicant or the psychologist or physician performing the second evaluation.
- In the case of a failed physical evaluation, only the failed component needs to be retested, i.e. hearing, drug test, vision.
- The outcome of the second evaluation will prevail and is final. No further appeals are permitted.

MOTION

A motion was made by Commissioner McGee to adopt the appeal procedure outlines above, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

ELECT CIVIL SERVICE COMMISSION OFFICERS FOR CALENDAR YEAR 2014

MOTION

A motion was made by Commissioner McGee to nominate Robert Stanley as Chairman, supported by Vice-Chairman Froberg. **THE MOTION CARRIED**

MOTION

A motion was made by Vice-Chairman Froberg to nominate Diane McGee as Vice-Chair, supported by Chairman Stanley. **THE MOTION CARRIED**

William Froberg will hold the position of Commissioner for calendar year 2014.

ADJOURNMENT

MOTION

A motion was made by Vice-Chairman Froberg to adjourn the meeting at or about 10:30 a.m., supported by Chairman Stanley. Meeting adjourned until the next Civil Service Commission meeting on Wednesday, March 12, 2014 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