



Civil Service Commission

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

COMMISSIONERS

Robert Stanley, Chairman
Diane McGee, Vice-Chair

Carmella Sabaugh
Macomb County Clerk

MACOMB COUNTY CIVIL SERVICE COMMISSION MEETING

Wednesday, November 12, 2014 - 9:00 A.M.
County Clerk's Conference Room – 1st Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, November 12, 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 9:00 a.m. with the following members present:

Present: Robert Stanley, Chairman
Diane McGee, Vice-Chair

Also present: Karlyn Semlow, Human Resources and Labor Relations
John Schapka, Office of Corporation Counsel
Lt. Walter Zimny, Sheriff's Office Representative

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Vice-Chair McGee to adopt the Amended Agenda for November 12, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the minutes of October 29, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

None

BUSINESS

REVIEW CIVIL SERVICE COMMISSION 2014 BUDGET

MOTION

A motion was made by Vice-Chair McGee to receive and file the 2014 budget report, supported by Chairman Stanley. **THE MOTION CARRIED.**

PERSONNEL

REVIEW AND APPROVE CORRECTIONS OFFICER ELIGIBILITY LIST

MOTION

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

REVIEW AND APPROVE DISPATCHER'S ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Dispatcher's Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE CORRECTION'S SERGEANT-1 ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Correction's Sergeant-1 Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE DEPUTY ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Deputy's Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT POSITION FORMS FOR:

- Samantha VanVooren – Dispatcher – Hired Effective 11/24/14
- Ann Marie Vitale – Account Clerk 1 – Hired Effective 10/27/14
- Christina Speights – Telephone Operator – Hired Effective 10/14/14

MOTION

A motion was made by Vice-Chair McGee to receive and file the above Recommendation to Fill Vacant position forms, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PHYSICAL EVALUATION RETEST AND RECOMMENDATION FOR HIRE FOR:

- Brittany Gillon – Dispatcher
- Ryan Leslie – Dispatcher

MOTION

A motion was made by Vice-Chair McGee to review and approve the above physical evaluations and recommend for hire, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE REQUESTS FOR PRE-EMPLOYMENT PHYSICAL EXAMINATIONS FOR:

- John DeForest – Corrections Deputy
- Nathan Mezuk – Corrections Deputy
- John Phoenix – Corrections Deputy
- Gerald Romanow – Corrections Deputy

MOTION

A motion was made by Vice-Chair McGee to receive and file the requests for pre-employment physical examinations for the above, supported by Chairman Stanley. **THE MOTION CARRIED.**

OLD BUSINESS

ITEM AGENDA ADDED: REVIEW AND APPROVE THAT ALL CANDIDATES MUST PASS THE PHYSICAL EXAMINATION AND APPROVED BY THE CIVIL SERVICE COMMISSION FIRST, BEFORE BEING SCHEDULED FOR THE PSYCHOLOGICAL EVALUATION

MOTION

A motion was made by Vice-Chair McGee to approve candidates passing the physical examination and approved first, before being scheduled for the Psychological evaluation, supported by Chairman Stanley. **THE MOTION CARRIED.**

DISCUSS COMMISSIONER FROBERG'S REPLACEMENT.

The Board of Commissioners would like to appoint someone permanent rather than a temporary for the remainder of the year. Corporation Council will see if the Board of Commissioners has a recommendation.

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO ERGOMETRICS FOR ANNUAL LICENSE RENEWAL, INVOICE #120342, DATED 10/28/14 IN THE AMOUNT OF \$800.00.

MOTION

A motion was made by Vice-Chair McGee to table the agenda item so Corporation Council can review the contract, supported by Chairman Stanley. **THE MOTION CARRIED. (TABLED UNTIL 11/26/14)**

REVIEW AND APPROVE PAYMENT TO CONCENTRA HEALTH CENTERS, INVOICE #709873739 DATED 10/2/14-10/23/14 FOR PRE-EMPLOYMENT PHYSICAL EXAMS FOR RYAN LESLIE, SAMANTHA VANVOOREN, AND BRITTANY GILLON IN THE AMOUNT OF \$270.00.

MOTION

A motion was made by Vice-Chair McGee to approve the above invoice, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT TO EMPCO, INVOICE #3433 DATED 10/28/14 IN THE AMOUNT OF \$3,497.38 FOR THE CORRECTIONS SERGEANT-1 WRITTEN TEST ON OCTOBER 14, 2014.

MOTION

A motion was made by Vice-Chair McGee to approve payment for the above invoice, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE PAYMENT TO LT. WALT ZIMNY FOR PURCHASING LUNCH FOR THE OUTSIDE ORAL EXAMINERS FOR THE CORRECTIONS SGT-1 TESTING ON OCTOBER 21, 2014 IN THE AMOUNT OF \$53.20.

MOTION

A motion was made by Chairman Stanley to approve the above payment, supported by Vice-Chair McGee. **THE MOTION CARRIED.**

ELECT A COMMISSIONER TO PROCTOR THE LIEUTENANT SERGEANT-1 OUTSIDE ORAL EXAMINATIONS ON DECEMBER 16 AND 17.

The Commissioners agreed that Chairman Stanley will cover one of the days, and Vice-Chair McGee will cover the other.

DISCUSS NEW LOCATION FOR THE CIVIL SERVICE COMMISSION MEETING.

MOTION

A motion was made by Vice-Chair McGee to change the meeting location to the Library at Corporation Counsel located at 1 S. Main, Mt. Clemens on the 8th floor, supported by Chairman Stanley. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at or about 10:00 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, November 26, 2014 at 9 a.m. at the Macomb County Administration Building, Corporation Counsel Library, on the 8th Floor. **THE MOTION CARRIED.**

Shirley Maniaci, Senior Secretary to
Macomb County Civil Service Commission

Carmella Sabaugh, Macomb County Clerk