



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 26, 2014 - 9:00 A.M.
Corporation Counsel Library – 8th Floor

MINUTES

The Macomb County Civil Service Commission held their Regular Meeting on Wednesday, November 26, 2014 in the Corporation Counsel Library on the 8th floor of the Macomb County Administration 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: John Schapka, Office of Corporation Counsel
Karlyn Semlow, Human Resources and Labor Relations
Sgt. Lori Misch, Sheriff's Office Representative

ADOPTION OF AMENDED AGENDA

MOTION

A motion was made by Vice-Chair McGee to adopt the Amended Agenda for November 26, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

MINUTES

MOTION

A motion was made by Vice-Chair McGee to approve the minutes of November 12, 2014, supported by Chairman Stanley. **THE MOTION CARRIED**

PUBLIC PARTICIPATION

John Higgins from Empco was present to discuss Agenda item 8b, and to discuss the validation of the promotional test.

The Civil Service Commission agreed that all promotional test questions need to be validated and the Sheriff's department will meet with Empco in 2015 to start the process.

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 SECRETARY #14-00379 ELIGIBILITY LIST

MOTION

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

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 LAW ENFORCEMENT SERGEANT (FULL) ELIGIBILITY LIST

MOTION

A motion was made by Vice-Chair McGee to review and approve the Law Enforcement Sergeant (full) Eligibility List, supported by Chairman Stanley. **THE MOTION CARRIED.**

RECEIVE AND FILE RECOMMENDATION TO FILL VACANT POSITION FORMS FOR:

- Kyle Dupuis – Corrections Deputy – New Hire Effective 11/24/14
- Brittany Gillon – Dispatcher – New Hire Effective 12/7/14
- Ryan Leslie – Dispatcher – New Hire Effective 12/8/14
- Nicholas Scardino – Corrections Deputy – New Hire Effective 12/15/14

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 PRE-EMPLOYMENT PHYSICAL EXAMINATION RESULTS AND APPROVE REQUEST FOR PSYCHOLOGICAL EVALUATION 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 review and approve the above physical evaluations and approve the request for psychological evaluations, supported by Chairman Stanley. **THE MOTION CARRIED.**

OLD BUSINESS

REVIEW AND APPROVE PAYMENT TO ERGOMETRICS FOR ANNUAL LICENSE RENEWAL, INVOICE #120342, DATED 10/28/14 IN THE AMOUNT OF \$800.00. (TABLED FROM 11/12/14)

MOTION

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

REVIEW AND APPROVE ADJUSTMENT TO EMPCO'S INVOICE #3433. BASED ON A SIGNED CONTRACT, THE CUSTOM EXAMINATION FEE SHOULD BE \$2,100.00, PER CANDIDATE FEE SHOULD BE \$21.00, PROCTOR FEE SHOULD BE \$300.00 PLUS MILEAGE, RESULTING IN A TOTAL OF \$2,723.38. JOHN HIGGINS FROM EMPCO WILL BE PRESENT TO DISCUSS THIS INVOICE.

MOTION

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

REVIEW AND APPROVE THE SHERIFF'S DEPARTMENT'S REQUEST TO SCHEDULE ALL APPLICANTS FOR THEIR PHYSICAL AND PSYCHOLOGICAL EVALUATION AT THE SAME TIME, AND IF ANY CANDIDATE FAIL THEIR PHYSICAL, OR FAILED TO TAKE A PHYSICAL, THE SHERIFF'S DEPARTMENT WILL REIMBURSE THE CIVIL SERVICE COMMISSION FOR THE COST OF THE PSYCHOLOGICAL EVALUATION.

MOTION

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

NEW BUSINESS

REVIEW AND APPROVE PAYMENT TO ERGOMETRICS INVOICE #120462 DATED 11/7/14 FOR \$25.00 FOR SCORING (5) ECOMM DISPATCHER TESTS TAKEN ON 11/3/14.

MOTION

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

REVIEW AND APPROVE ERGOMETRICS LICENSING AGREEMENT.

MOTION

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

DISCUSS HOW THE LAW ENFORCEMENT SERGEANT-1 ELIGIBILITY LIST CAN BE APPROVED IN DECEMBER 2014

MOTION

A motion was made by Vice-Chair McGee to approve the Law Enforcement Sergeant-1 Eligibility list at the January 7, 2015 meeting, supported by Chairman Stanley. **THE MOTION CARRIED.**

REVIEW AND APPROVE 2015 MEETING DATES.

MOTION

A motion was made by Vice-Chair McGee to approve the new meeting dates with the exception of changing November 18 to November 10, 2014, supported by. **THE MOTION CARRIED.**

ADJOURNMENT

MOTION

A motion was made by Vice-Chair McGee to adjourn the meeting at or about 10:45 a.m., supported by Chairman Stanley. Meeting adjourned until the Civil Service Commission Meeting on Wednesday, December 10, 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