

Civil Service Commission Meeting  
Madison Heights, Michigan  
November 15, 2023

A Civil Service Commission Meeting was held on Wednesday, November 15, 2023 at 9:00 AM  
at City Hall - Madison Room, 300 W. 13 Mile Rd.

**PRESENT**

Chairman Ken Baughman  
Commissioner Anthony Roberts  
Commissioner Kevin Scheid

**OTHERS PRESENT**

Police Chief Brent LeMerise  
Human Resources Director Amy Mischak  
Civil Service Commission Legal Advisor Larry Sherman  
Human Resources/Purchasing Assistant Tracee Miller  
Deputy City Clerk Phommady A. Boucher

**CSC-23-12. Civil Service Commission Meeting Minutes of August 16, 2023.**

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to approve the Civil Service Commission Meeting Minutes of August 16, 2023, as printed.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**MEETING OPEN TO THE PUBLIC**

There were no members of the public wishing to speak.

**CSC-23-13. Police Sergeant Eligibility List Certification.**

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to receive and file the Police Sergeant Eligibility List Certification.

The Commission reviewed the scores and rankings for the promotional position of Police Sergeant. The scores were calculated by Human Resource Director Mischak and checked by Chief LeMerise. Candidates were provided the opportunity to contact EMPCO for review and only Officer Thomas Baker requested a review with EMPCO.

Human Resource Director Mischak request the Commissioners that the corrected date of the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first, noting the anticipated exhaustion of this list is no later than Monday, November 20, 2023.

Legal Advisor L. Sherman advised the Commission to add in their motion the certification of the eligibility list for Police Sergeant shall be 2 years, or until the list is exhausted which is anticipated to be November 20, 2023, whichever occurs first.

The maker of the motion and support agreed to the requested amendment of the motion.

Police Chief LeMerise stated that they started with eight (8) candidates and will be promoting one (1).

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts  
Motion carried.

**CSC-23-14. Police Sergeant Certification of Criteria for New Promotional List.**

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid to receive and file the Police Sergeant Certification of Criteria for New Promotional List.

The eligibility list for Police Sergeant is anticipated to be exhausted in November 20, 2023, and there are two planned retirements of Sergeants in the spring of 2024. Chief LeMerise has requested, and received, authorization to begin the promotional process for a new eligibility list for Police Sergeant. This new list will not be certified until after the November 2023 list is exhausted; however given staffing and operational considerations at the Police Department, the City would request the Commission to approve the following criteria immediately so the promotional process can begin as soon as possible:

- Eligible candidates must have at least five (5) years of sworn seniority on the Department as of the date of the written examination.
- The eligibility list for Police Sergeant will be determined based upon the following weighted percentages:

65% Written Examination  
30% Oral Examination  
5% Seniority\*  
Total 100%

\*Seniority is calculated as one (1) full point for each year of service over five (5) years plus 1/12th (.0833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the beginning of the written examination. 7 Item 2.

- No late arrivals will be admitted once the written examination or oral interview portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- EMPCO, Inc. will conduct the written examination. Candidates will be given a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers. The release of categorical scores along with the overall written score is authorized. A post-test review shall be provided by EMPCO upon request of a candidate.
- EMPCO, Inc. will also conduct the oral examination. The interview panel shall consist of current or recently retired sworn Police service personnel from other cities (at least one rank higher). Officials from contiguous cities would not be eligible to serve on the panel.
- A minimum passing score of seventy percent (70%) is required for a participant to be eligible to participate further in the promotional process. (Candidates who do not score 70% or more on the written test will not be eligible for the oral exam, and candidates who do not score 70% or more on the oral exam shall not be eligible for the composite scoring and final promotional eligibility list.)

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts  
Motion carried.

**CSC-23-15. Adjournment**

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts, to adjourn the meeting at 9:10 a.m.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts  
Motion carried.