

Civil Service Commission Meeting
Madison Heights, Michigan
May 10, 2023

A Civil Service Commission Meeting was held on Wednesday, May 10, 2023, at 1:30 PM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Chairperson Ken Baughman
Commissioner Kevin Scheid

OTHERS PRESENT

Police Chief Corey Haines
Human Resources Director Amy Mischak
City Clerk Cheryl Rottmann

CSC-23-01. Civil Service Commission Meeting Minutes of August 26, 2022.

Motion made by Commissioner Scheid, Seconded by Chairperson Baughman, to approve the Civil Service Commission Meeting Minutes of August 26, 2022, as corrected.

Voting Yea: Chairperson Baughman, Commissioner Scheid

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

CSC-23-02. Executive Session - Legal Opinion, Appointment of Third Member to Commission to Replace Late Commissioner Gerald Crossley which is exempt from disclosure under Section 8 of the Open Meetings Act.

Motion made by Commissioner Scheid, Seconded by Chairperson Baughman, to enter Closed Executive Session to discuss a legal opinion regarding the appointment of a third member to the Civil Service Commission to replace the late Gerald Crossley, which is exempt from disclosure under Section 8 of the Open Meetings Act.

Roll Call Vote:

Voting Yea: Chairperson Baughman, Commissioner Scheid

Motion carried.

Chairperson Baughman adjourned the meeting to go into a Closed Executive Session at 1:34 p.m.

Chairperson Baughman reconvened the Civil Service Commission at 1:51 p.m. All members were present.

CSC-23-03. Appointment of Civil Service Commissioner - Board Appointment.

Motion made by Chairperson Baughman, Seconded by Commissioner Scheid, to appoint Anthony Roberts to the Civil Service Commission vacant term expiring 2/28/24 due to Gerald Crossley's untimely death.

Voting Yea: Chairperson Baughman, Commissioner Scheid

Motion carried.

CSC-23-04. Police Lieutenant Promotional Criteria/Methodology.

Motion made by Commissioner Scheid, Seconded by Chairperson Baughman, to establish criteria and methodology for Police Lieutenant promotion as follows:

95%	Assessment Center (consisting of 60% Assessment Center and 35% Written Examination)
<u>5%</u>	Seniority*
Total	100%

*Seniority is calculated as one (1) full point for each full year in grade 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 portion of the Assessment Center.

Please note that there will be a separate written examination; the 35% written examination will not be incorporated into the Assessment Center.

Eligible candidates for Police Lieutenant must possess two (2) years seniority in the grade of Sergeant as of the beginning date of the written exam portion of the Assessment Center.

The Assessment Center will be conducted under the same terms and conditions administered previously by EMPCO. These include:

- The Assessment Center Panel will 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. No late arrivals will be admitted once the Assessment Center or written examination portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- The written examination portion of the Assessment Center will be conducted by EMPCO. Candidates will be given at least 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.
- A post-test candidate review of written examination questions and answers is authorized, and will be conducted by EMPCO at a candidate's request.

- Assessment Center candidate feedback through EMPCO is authorized upon a candidate's request.
- A minimum score of 70% will be applied to each step of the promotional process per the City's Letter of Understanding with the Union; furthermore, any candidate who fails to report or is late to the written examination or Assessment Center portion will be automatically disqualified and will not be eligible to continue through the process.

Voting Yea: Chairperson Baughman, Commissioner Scheid

Motion carried.

CSC-23-05. Adjournment.

Voting Yea: Chairperson Baughman, Commissioner Scheid

Motion carried.