

**CITY OF STERLING HEIGHTS
CIVIL SERVICE COMMISSION, ACT 78
OFFICIAL MINUTES OF THE REGULAR MEETING OF MAY 11, 2016**

The regular meeting of the Civil Service Commission, Act 78, was held in Room 202, City Hall, 40555 Utica Road, Sterling Heights, Michigan.

1. Call to Order

The meeting was called to order at 11:30 a.m. by Chairwoman Terri Jarema.

2. Roll Call

Present: Chairwoman Terri Jarema, Commissioner Irv Droste (via phone), and Commissioner Jerry Griesbeck

Also present: Mark Carufel, City Clerk, Walt Blessed, HR Director, Melanie Ryska, Deputy City Clerk.

3. Approval of Agenda

Moved by Griesbeck, supported by Droste, to approve the agenda as presented.

Yes: All. The motion carried.

4. Approval of minutes of regular meeting of January 8, 2016.

Moved by Greisbeck, supported by Droste, to approve the minutes of the January 8, 2016 meeting.

Yes: All. The motion carried.

5. Election of Commission President.

Commissioner Greisbeck nominated Commissioner Terri Jarema as the Chairwoman for the City of Sterling Heights Civil Service Commission – Act 78 Police & Fire. No other nominations were made.

Moved by Griesbeck, supported by Droste, to appoint Terri Jarema as the Chairwoman for the City of Sterling Heights Civil Service Commission – Act 78 Police & Fire

Yes: All. The motion carried.

6. Review and approval of the police Captain Promotional Eligibility List.

Commissioners were provided with the results of the EMPCO Police Captain Assessment Center and a Police Captain Promotional Eligibility List established for the period of May 11, 2016 and expiring May 10, 2018. The list has a Tier 1, and Tier 2. Walt Blessed explained that Tier 1 are police lieutenants that had promoted from Sergeant to Lieutenant

and had the required 2 years of experience as police lieutenant, at the time of testing. Candidates on Tier 2 had passed probation as a Lieutenant but did not have 2 years in rank at time of testing. Tier 2 candidates are eligible for promotion after the list of candidates on Tier 1 has been exhausted.

Moved by Griesbeck, supported by Droste, to approve the Police Captain Promotional Eligibility List established for the period of May 11, 2016 and expiring May 10, 2018, as presented.

Yes: All. The motion carried.

6. Communications from Citizens

There were no communications from citizens.

7. New Business

There was no new business.

8. Adjourn

Moved by Griesbeck, supported by Droste, to adjourn the meeting.

Yes: All. The motion carried.

The meeting adjourned at 11:37 a.m.

Mark Carufel, City Clerk