

**CITY OF STERLING HEIGHTS
CIVIL SERVICE COMMISSION, ACT 78
MINUTES OF THE REGULAR MEETING OF AUGUST 16, 2016**

The regular meeting of the Civil Service Commission, Act 78, was held in Room 201, City Hall, 40555 Utica Road, Sterling Heights, Michigan.

1. Call to Order

The meeting was called to order at 10:07 a.m. by Chairwoman Terri Jarema.

2. Roll Call

Present: Chairwoman Terri Jarema, and Commissioner Jerry Griesbeck

Absent: Commissioner Irv Droste

Also present: Mark Carufel, City Clerk; Walt Blessed, HR Director; Donald DeNault, Assistant City Attorney; Police Lt. James Belmonte; and Police Sgt. David Ormachea.

3. Approval of Agenda

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

Yes: Griesbeck, Jarema

Absent: Droste

The motion carried.

4. Approval of minutes of regular meeting of May 23, 2016.

Moved by Greisbeck, supported by Jarema, to approve the minutes of the May 23, 2016 as presented.

Yes: Griesbeck, Jarema

Absent: Droste

The motion carried.

5. Review and approval of Police Officer Eligibility List – Minimum Requirements

Commissioners were presented with the City of Sterling Heights Police Officer Eligibility List minimum requirements. HR Director Walter Blessed, Lt. Belmonte and Sgt. Ormachea provided a brief overview of the use of EMPCO for the written test and the departmental oral interview process and the timelines required to complete the process for approval of a new list effective January 2017. Lt. Belmonte advised that the department will be conducting a tour of police academies in the state to promote the department. He stated upon completion of the testing and backgrounds, they plan on making offers of employment to recruits in the academy, contingent upon a candidates' successful graduation from the academy.

Moved by Greisbeck, supported by Jarema, to change Minimum Requirement #8 to read: Must present proof of current police officer certification or proof of graduation from a certified Police Academy at time of hire.

Discussion continued on the dates referenced after the listed minimum requirements. Mr. Blessed advised that EMPCO would need to be consulted and the dates may be adjusted to meet the needs of the department and EMPCO.

Moved by Greisbeck, supported by Jarema, to approve the City of Sterling Heights Police Officer Eligibility List – Minimum Requirements, as amended.

Yes: Griesbeck, Jarema
Absent: Droste
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 Jarema, to adjourn the meeting.

Yes: All. The motion carried.

The meeting adjourned at 10:30 a.m.

Mark Carufel, City Clerk