

A Meeting of the Civil Service Commission (Act 78) was held Thursday, June 26, 2014 at Troy City Hall, 500 W. Big Beaver Road in the Lower Level Conference Room. Chairman/President McGinnis called the meeting to order at 4:00 PM.

**A. ROLL CALL:**

**PRESENT:** Chairman/President Donald E. McGinnis, Jr.  
Commissioner David Cannon  
Commissioner John Steele

**ALSO PRESENT:** Lori Grigg Bluhm, City Attorney  
Cheryl Stewart, Administrative Aide, City Clerk's Office  
Gary Mayer, Police Chief  
Thomas Gordon, Police Lieutenant  
Jeanette Menig, Human Resources Director  
Brooke Insana, Human Resources Coordinator  
Lynne Lambert, Human Resources Coordinator  
Andrew Satterfield, Police Sergeant  
Jonathan Sollars, Communications Supervisor  
Michael Geise, Police Officer, TPOA President

**B. APPROVAL OF MINUTES:**

**1. Approval of Minutes of Thursday, March 13, 2014**

Resolution #CSC-2014-06-004

Moved by Cannon

Seconded by Steele

RESOLVED, That the Troy Civil Service Commission (Act 78) hereby **APPROVES** the Minutes of the Thursday, March 13, 2014, meeting as presented.

Yes: All-3

No: None

**MOTION CARRIED**

**C. PETITIONS AND COMMUNICATIONS: None**

**D. REPORTS: None**

**E. OLD BUSINESS: None**

**F. NEW BUSINESS:**

**1. Police Sergeant Promotional Written Exam Cut Score**

Moved by Cannon  
Seconded by Steele

WHEREAS, On March 13, 2014, the Act 78 Civil Service Commission approved the posting seeking Police Sergeant candidates for the City of Troy; and

WHEREAS, Due to the expected number of candidates, this posting was modified from previous postings to require a minimum passing score of 80 on the written examination before candidates could continue to the assessment center; and

WHEREAS, Subsequent to the approval of the police sergeant posting, City Administration has expressed a desire to return to the previous practice of requiring a minimum score of 70 on the written examination, and the Troy Act 78 Civil Service Commission is in agreement with this modification which is intended to provide a broader candidate pool for the anticipated upcoming vacancies.

NOW, THEREFORE, BE IT RESOLVED, That effective immediately for police sergeant candidate eligibility, the Act 78 Civil Service Commission **AGREES** that all police sergeant candidates receiving a minimum score of 70 on the written test, and who successfully meet all other police officer posting requirements **SHALL HAVE** an opportunity to participate in the assessment center evaluation.

**Discussion:**

Jeanette Menig, Human Resources Director, reviewed the Commission's decision at the last meeting to approve the posting for Police Sergeant and modify the cut score from 70% to 80% due to the volume of candidates expected to score above 80%. After EMPCO conducted the testing, only one candidate qualified to move forward in the process. The resolution before the Commission requests that the cut score be reduced to 70% rather than going through another recruitment process.

City Attorney Bluhm indicated that there are currently two sergeant openings to be filled. If this resolution fails, then another recruitment process will be necessary. Future job postings will reflect the 70% cut score. The resolution before the Commission today, if rejected, would result in the qualified candidate moving to the assessment phase. The test score will still be weighed in the final score.

Commissioner Cannon commented on the potential for one qualified candidate to grieve the process if this resolution passes.

Mrs. Menig explained the review process where candidates can appeal questions. EMPCO will conduct the appeal process, as part of the normal procedure, which may result in additional qualified candidates.

Police Lieutenant Gordon explained that cost is a factor at \$2,808 for the written exam for 14 candidates. For one candidate to go through the assessment the cost is \$6,750. All six candidates would cost a total of \$9,800 for assessments.

Officer Geise, President of the Troy Police Officers Association, stated that he believes the test needs to be reviewed and that the candidate who scored over 80%. should be allowed to continue to the assessment center.

The meeting **RECESSED** at 4:27 PM.

The meeting **RECONVENED** at 4:31 PM.

Chief Mayer, on behalf of City Administration, requested that the current resolution be withdrawn.

Lieutenant Gordon indicated that on July 2<sup>nd</sup>, candidates will have the opportunity to review the written test, and challenge questions and answers, which may result in more scores above 80%.

Chief Mayer stressed the importance of having employees and candidates believe the process is fair.

Officer Geise requested that Chief Mayer review the written questions in the future.

Chief Mayer committed to doing the review for future tests.

**Motion to Take No Action on Item #1 Police Sergeant Promotional Written Exam Cut Score**

Resolution #CSC-2014-06-005

Moved by McGinnis

Seconded by Cannon

RESOLVED, That the Civil Service Commission (Act 78) hereby **TAKES NO ACTION** on *Item #1 Police Sergeant Promotional Written Exam Cut Score*

Yes: All-3

No: None

**MOTION CARRIED**

**2. Appeal of Wording in Police Officer Posting**

Resolution #CSC-2014-06-006

Moved by Cannon

Seconded by Steele

WHEREAS, On March 13, 2014, the Act 78 Civil Service Commission approved the posting seeking Police Officer candidates for the City of Troy; and

WHEREAS, This posting provided that “*Current City of Troy Police Service Aides successfully meeting all other requirements and who have received a satisfactory score on their most recent performance evaluation will be sent to the police academy if required;*” and

WHEREAS, Subsequent to the approval of the police officer posting, a current City of Troy Communications Supervisor expressed a desire to be considered for a Police Officer position, and even though the Communications Supervisor has been satisfactorily employed with the Troy Police Department, the Communications Supervisor is not technically considered a “Police Service Aide,” and therefore would not be eligible for consideration prior to attendance at the police academy; and

WHEREAS, The Act 78 Civil Service Commission believes that the Police Service Aide provision was intended to provide current Troy Police Department employees with an opportunity to be considered for police officer positions within the department.

NOW, THEREFORE, BE IT RESOLVED, That effective immediately for police officer candidate eligibility, the Act 78 Civil Service Commission **AGREES** that any current City of Troy Police Department full time employee who meets the minimum score on the written test, and who successfully meets all other police officer posting requirements and has received a satisfactory score on their most recent performance evaluation, **SHALL HAVE** an opportunity to be sent to the police academy after the application, if required.

Yes: All-3

No: None

**MOTION CARRIED**

**PUBLIC COMMENT: None**

**G. ADJOURNMENT:**

The Civil Service Commission (Act 78) meeting **ADJOURNED** at 4:45 PM.

---

Donald E. McGinnis, Jr., Chairman

---

Cheryl Stewart, Administrative Aide