

A Meeting of the Civil Service Commission (Act 78) was held Thursday, July 31, 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 7:30 AM.

**A. ROLL CALL:**

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

**ALSO PRESENT:** Lori Grigg Bluhm, City Attorney  
Aileen Bittner, City Clerk  
Gary Mayer, Police Chief  
Keith Frye, Police Captain  
Thomas Gordon, Police Lieutenant  
Russ Harden, Police Lieutenant  
Justin Novak, Police Sergeant  
Jeanette Menig, Human Resources Director  
Brooke Insana, Human Resources Coordinator  
Lynne Lambert, Human Resources Coordinator

**B. APPROVAL OF MINUTES:**

**1. Approval of Minutes of Thursday, July 3, 2014**

Resolution #CSC-2014-07-009  
Moved by Cannon  
Seconded by McGinnis

RESOLVED, That the Troy Civil Service Commission (Act 78) hereby **APPROVES** the Minutes of the Thursday, July 3, 2014, meeting as presented.

Yes: Cannon, McGinnis  
No: None  
Absent: Steele

**MOTION CARRIED**

**C. PETITIONS AND COMMUNICATIONS: None**

**D. REPORTS: None**

**E. OLD BUSINESS: None**

**F. NEW BUSINESS:**

**1. Approval of Eligible List for Police Sergeant**

Resolution #CSC-2014-07-010  
Moved by Cannon  
Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the eligible list for Police Sergeant as **PRESENTED**.

Yes: Cannon, McGinnis  
No: None  
Absent: Steele

**MOTION CARRIED**

**2. Approval of Job Qualifications, Posting and Test Battery for Recruitment of Police Sergeant**

Resolution #CSC-2014-07-011  
Moved by Cannon  
Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the job qualifications, the posting and the test battery for the recruitment of Police Sergeant as **PRESENTED**.

Yes: Cannon, McGinnis  
No: None  
Absent: Steele

**MOTION CARRIED**

**3. Approval of Performance Evaluation Form for Police Officer, Police Sergeant, Police Lieutenant and Police Captain**

Chief Mayer gave an overview of proposed revisions to the evaluation forms. He stated that the proposed revisions reflect the goals and values of the Troy Police Department. Chief Mayer said training is fundamental in the Police Department, and the forms address issues that arise in training. He stated that another reason for the revisions was to streamline the evaluation process, and have those supervisors closest to the problems conduct the evaluations. Chief Mayer asked Sgt. Novak to discuss the details of the forms.

Sgt. Novak said that laws and tactics have changed since the last time the evaluation forms were revised. He stated that the old form is seven pages long whereas the revised forms are three pages, not the standard template used for the rest of the City employees and more adaptable to future revisions. He stated that the revised evaluations would take place every six months. The new forms have been approved by the TCOA and TPOA.

Chairman McGinnis asked if the evaluations would be done by the immediate supervisors. Sgt. Novak answered that the immediate supervisors would conduct the evaluations, the next level supervisors would review the evaluations and both supervisors would discuss with the employee.

Chief Mayer explained that the evaluation is sent to the corresponding division Captain next, who reviews and discusses the evaluation with the other Captains. After the Captains sign off, the evaluation goes to the Chief for approval. He stated that the completed Police Department evaluations with comments attached are retained in Human Resources and in the personnel files.

Jeanette Menig, Human Resources Director, commented that the Police Department evaluation forms are the first of the full-time employee evaluation forms to be updated throughout the City. She also commented that surveys were conducted of other communities' evaluation forms in order to equalize Troy's forms. She stated that the old forms were cumbersome whereas the new forms proposed are much easier to use in evaluations.

Chief Mayer commented that the proposed evaluation forms are part of a system of streamlining functions within the Police Department. He noted that currently supervisors can enter comments relevant to an evaluation in real time versus holding comments until evaluation time.

Resolution #CSC-2014-07-012  
Moved by Cannon  
Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the performance evaluation form for Police Officer, Police Sergeant, Police Lieutenant, and Police Captain as **PRESENTED**.

Yes: Cannon, McGinnis  
No: None  
Absent: Steele

**MOTION CARRIED**

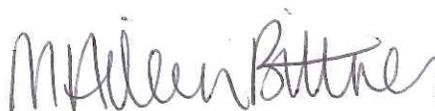
**PUBLIC COMMENT: None**

**G. ADJOURNMENT:**

The Civil Service Commission (Act 78) meeting **ADJOURNED** at 7:34 AM.



Donald E. McGinnis, Jr., Chairman



M. Aileen Bittner, City Clerk

