



**CITY OF MADISON HEIGHTS**

**CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.**

**CIVIL SERVICE COMMISSION MEETING AGENDA**

**APRIL 03, 2024 AT 9:30 AM**

---

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) Civil Service Commission Minutes of March 6, 2024

**MEETING OPEN TO THE PUBLIC**

**NEW BUSINESS**

- [2.](#) Police Lieutenant Eligibility List Certification

**ADJOURNMENT**

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: [clerks@madison-heights.org](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Civil Service Commission Meeting  
Madison Heights, Michigan  
March 06, 2024

A Civil Service Commission Meeting was held on Wednesday, March 06, 2024 at 9:30 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Commissioner Kevin Scheid  
Commissioner Ken Baughman  
Commissioner Anthony Roberts

**OTHERS PRESENT**

City Attorney Larry Sherman  
Deputy Police Chief Jeff Filzek  
Human Resources Director Amy Mischak  
Deputy City Manager/City Clerk Cheryl Rottmann

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**CSC-24-01. Appointment of Civil Service Commission Member - Board Appointment.**

Motion to appoint Anthony Roberts as the Commission Appointment to the Civil Service Commission with a term to expire 2/28/30.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman

Motion carried.

**CSC-24-02. Police Sergeant Eligibility List Certification.**

Motion to certify the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first, as follows:

- 1. Baker, Thomas

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**CSC-24-03. Police Sergeant Certification Criteria for New Promotional List.**

Human Resources Director Mischak stated that the eligibility list for Police Sergeant in the previous item is anticipated to be exhausted in March 2024. As the Commission will note, we have held two promotional exams for the position of Police Sergeant in the last few months. Only two candidates out of a field of eight passed the written exam held on October 30, 2023, and only one candidate out of a field of eight passed the subsequent exam on January 30, 2024. The City and the Police Administration have discussed this unique circumstance, given the fact that the Department is currently short one Lieutenant and two Sergeants, with yet another Sergeant retiring in March 2024. Additional discussions took place with the President of EMPCO, who informed us that many agencies are having difficulty with candidates being able to pass a written exam. After discussing several options, the Police Chief, Deputy Police Chief and Human Resources all agreed that the Assessment Center would be our best option for the next exam, as it provides for evaluating “real life” scenarios and a strong indicator of candidate success, without a separate written exam. The Chief and/or Deputy Chief will work with EMPCO to include Madison Heights Policies and Procedures as well as basic criminal law in the “in-box” exercise of the Assessment Center. Given the critical need in the Department for Command Officers, the City reached an agreement with the Police Officers Union which is the bargaining unit whose members test for Police Sergeant. The parties have agreed to request that the Commissioners approve an Assessment Center to be conducted by EMPCO, without a separate written exam. Candidates must have a minimum of five (5) years of sworn seniority with the Department, and the Assessment Center will count as 95% of the overall score, with 5% seniority the remaining component as outlined in the Letter of Understanding. As required by the Letter of Understanding, the parties will revisit Police Sergeant promotional methodology and criteria after the final results are received to determine if the Assessment Center process is suitable for future promotions. We will present our recommendations at the Civil Service Meeting when this Police Sergeant eligibility list is scheduled for certification.

Commissioner Scheid concurred that it has been difficult to get passing scores on the promotional exams.

Deputy Chief Filzek noted that this problem is not unique to Madison Heights but is occurring in the surrounding communities as well.

Commissioner Baughman commented that this is a problem that is going to continue and may be related to how teaching methods have changed over the years.

In response to Commissioner Baughman's question, Deputy Chief Filzek stated the Assessment Center consists of inbox exercises, an oral interview, a six-minute presentation, role play scenarios, and training exercises. While each process is scored individually, the score is cumulative. It is a 3-4 hour process.

In response to Commissioner Roberts' question, Deputy Chief Filzek stated that the applicants have 2-4 weeks to prepare for the Assessment and the inbox exercise is written utilizing a laptop.

Commissioner Scheid noted that the Assessment Center has been deemed as the best predictor of success and is a valid tool; however, he finds it troubling that applicants are

having difficulty passing written exams since this type of communication skill is still needed.

Motion to approve an Assessment Center to be conducted by EMPCO, without a separate written exam for the Police Sergeant Certification and Criteria. Candidates must have a minimum of five (5) years of sworn seniority with the Department, and the Assessment Center will count as 95% of the overall score, with 5% seniority the remaining component as outlined in Item #4 of the Letter of Understanding. As required by the Letter of Understanding, the parties will revisit Police Sergeant promotional methodology and criteria after the final results are received to determine if the Assessment Center process is suitable for future promotions.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**CSC-24-04. Civil Service Commission Meeting Minutes of December 12, 2023.**

Motion to approve the Civil Service Commission Meeting minutes of December 12, 2023, as printed.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**CSC-24-05. Adjournment.**

Motion to adjourn the Civil Service Meeting at 9:51 a.m.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

DATE: March 25, 2024  
TO: Madison Heights Civil Service Commission  
FROM: Amy J. Mischak, Human Resources Director  
SUBJECT: Special Meeting Agenda for 9:30 am Wednesday April 3, 2024  
Police Lieutenant Eligibility List

1. Police Lieutenant Eligibility List

Testing for the Police Lieutenant eligibility list is expected to be completed on March 27<sup>th</sup>, and scores will be received prior to the scheduled meeting on April 3<sup>rd</sup>. The final spreadsheet will be provided to the Commissioners prior to the April 3<sup>rd</sup> meeting.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first. It should be noted that the list is expected to be exhausted in April with the promotion of the sole passing candidate, Scott Holdreith. We are not requesting new criteria to be approved at this time, as we are not expecting to need a new list until the fall of 2024.

Thank you for your time and consideration. We look forward to meeting with you on April 3<sup>rd</sup>.

Sincerely,



Amy J. Mischak  
Human Resources Director

attachment

c: Brent LeMerise, Police Chief  
David Koehler, Police Command Officers Union President  
David Thayer, Police Officers Union (FOP) President

CITY OF MADISON HEIGHTS  
PROMOTIONAL SELECTION FOR:

**POLICE LIEUTENANT**  
**ELIGIBILITY LIST**

PRINTED: 03/28/24  
01:38 PM

certified 04/03/20243 exhausted

RANK	LAST NAME	FIRST NAME	ACTUAL WRITTEN**	35% WEIGHTED WRITTEN	ACTUAL ASSESSMENT**	60% WEIGHTED ASSESSMENT	DATE IN GRADE	5% SENIORITY POINTS *	COMPOSITE SCORE **
1	HOLDREITH	SCOTT	77.0000	26.9500	78.8400	47.3040	12/09/21	2.2499	76.5039

\* Calculated 1 point for each full year in grade plus 1/12th (.0833) point for each full month. Calculated to the date of the written examination: February 19, 2024  
\*\* The minimum passing score for each step is 70.