

**PROCEEDINGS OF PERSONNEL COMMITTEE
WEST BLOOMFIELD TOWN HALL
4550 WALNUT LAKE ROAD
CONFERENCE ROOM 75/76
WEDNESDAY, JANUARY 20, 2010 – 12:30 P.M.**

CALL TO ORDER

Trustee Larry Brown called the meeting to order at 12:36 p.m.

ROLL CALL

Members present: Trustee Larry Brown
Trustee Howard Rosenberg

Members absent: Trustee Steve Kaplan

Staff Present: Denise Maier, Human Resources Director
Marya Duncan, Human Resources Specialist

General Public: Teri Weingarden, Township Treasurer
Cathy Shaughnessy, Township Clerk

APPROVAL OF AGENDA

Motion by Mr. Rosenberg and supported by Mr. Brown to approve the agenda as submitted.

Ayes: Brown, Rosenberg

Nays: None

Absent: Kaplan

Motion carried

APPROVAL OF MINUTES

Motion by Mr. Rosenberg and supported by Mr. Brown to approve the 01/06/10 minutes as presented.

Ayes: Brown, Rosenberg

Nays: None

Absent: Kaplan

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

**REVIEW PROPOSED JOB DESCRIPTION FOR SENIOR ACCOUNT CLERK –
TREASURER’S DEPARTMENT**

Ms. Weingarden thanked the Committee for the opportunity to post the position. She presented an updated job description that reflected the actual roles and responsibilities of the position. She stated the position included involvement with special assessment districts, but not estimating personal property taxes.

Ms. Weingarden stated minor changes were made with respect to the qualifications to include knowledge of MS Excel, cash handling and bookkeeping experience.

Mr. Brown stated that comments were made by the Committee at previous meetings relative to the college degree requirement and he was informed that there were elected officials who did not possess college degrees. Therefore, requiring degrees in lower level positions would be indicating that the individual needed to be better qualified than the elected official.

Mr. Rosenberg stated the Constitution only required an elected official to be a resident and a minimum age. He stated the Township Supervisor has indicated that the township was being run as a business. To that extent, it is necessary to obtain the best and brightest individuals possible to fill the positions.

Mr. Rosenberg stated that he would not vote in favor of any future job descriptions that did not require a minimum four year college degree for any position above pay grade level 3.5 and a minimum two year college degree for any position below pay grade level 3.5.

**REVIEW OF PROPOSED JOB DESCRIPTION FOR SENIOR ACCOUNT CLERK –
TREASURER’S DEPARTMENT** (Continued)

Mr. Rosenberg was willing to exempt current employees from that requirement based on the fact that there are employees who have been employed for numerous years whose experience exemplifies the requirement.

Mr. Brown expressed concern that a lot of times it was possible to obtain individuals who were book smart, but lacked street sense. He stated that typically an

individual with numerous years of experience outweighed the individual who possessed a college degree.

Mr. Rosenberg stated although he understood the concern, the world has changed and individuals with numerous years of experience are well aware that without a college degree, it was impossible to move upward and obtain a better paying job.

Mr. Rosenberg asked who would be handling the responsibility of estimating personal property taxes. Ms. Weingarden replied that it would be handled by the Deputy Treasurer.

Mr. Rosenberg asked who would be responsible for preparing and registering personal property jeopardy liens. Ms. Weinberg replied, "The Deputy Treasurer." Mr. Rosenberg asked who would be responsible for coordinating and estimating personal property tax billing. Ms. Weingarden replied, "The Deputy Treasurer."

Mr. Rosenberg asked if anyone applied for the position. Ms. Weingarden stated that she received one application.

Motion by Mr. Rosenberg and supported by Mr. Brown to recommend to the Township Board approval of the Senior Account Clerk job description in the Township Treasurer's Office.

**Ayes: Brown, Rosenberg
Nays: None
Absent: Kaplan
Motion carried**

CONSIDERATION OF PAY LEVEL FOR PAYROLL/BENEFITS COORDINATOR – CLERK'S OFFICE AND REVIEW PROPOSED JOB DESCRIPTION

Mr. Brown asked if the job description was available. Ms. Maier provided copies of the job descriptions to the Committee.

Ms. Maier stated the vacancy will be due to the retirement of Anita Freudigman in July 2010.

Mr. Brown stated the only addition was the additional responsibility of providing support to the Human Resources Director and compiling data numbers on payroll benefits.

**CONSIDERATION FOR PAY LEVEL FOR PAYROLL BENEFITS COORDINATOR –
CLERK'S OFFICE AND REVIEW PROPOSED JOB DESCRIPTION** (Continued)

Ms. Shaughnessy stated she added that responsibility to the job description because she felt the individual could generate information and/or reports for the Human Resources Director or the Budget Director with the new BS & A system.

Ms. Shaughnessy stated the former Township Board approved the reduction of pay grade levels when certain positions were vacated. She indicated that six of the ten positions were in the Clerk's Office.

Mr. Rosenberg asked for the current salary of Ms. Freudigman. Ms. Shaughnessy replied that she was at the top of pay grade level 6. Mr. Rosenberg asked if should would hire an individual at the top level. Ms. Shaughnessy replied, "No, but would have to consider the qualifications of the individual."

Mr. Rosenberg stated that the position should require a minimum four year college degree.

Ms. Shaughnessy stated there may be individuals in house who qualified for the position and if they are, it was very important to move someone within the Township into this position.

Mr. Rosenberg stated this was a position which he would not be opposed to hiring from the outside. He suggested that Ms. Shaughnessy not take the first person, but that the individual needed to be better than anybody.

Mr. Brown stated that more businesses are going with Paychex to handle payroll responsibilities. Ms. Shaughnessy stated it was not possible to do with the Township because there was too much information involved. She stated there were seven unions who all operate under different rules. In addition, there are different rules for comp time, sick time, vacation time, longevity, etc.

Mr. Rosenberg stated that Paychex handles complicated issues. Ms. Shaughnessy stated although that may be true, she felt the Payroll Benefits Coordinator could serve as a back-up to provide information from Human Resources and the Budget Director.

Mr. Brown stated that information would have to be provided to Paychex on a weekly basis so there would still have to be an individual in a position to transmit that information to Paychex.

**CONSIDERATION FOR PAY LEVEL FOR PAYROLL BENEFITS COORDINATOR –
CLERK’S OFFICE AND REVIEW PROPOSED JOB DESCRIPTION** (Continued)

Mr. Rosenberg stated that if the Township was going to spend approximately \$110,000 for payroll and benefits for the position and Paychex only cost \$30,000, it would still leave \$40,000 to hire an employee to perform other duties.

Mr. Rosenberg suggested that Paychex be contacted to provide an informal presentation prior to hiring an individual for the position. Ms. Shaughnessy stated she would consider contacting Paychex and added that because the municipal finances are so complicated, outside companies are not utilized by municipalities to handle the payroll responsibilities. In addition, the individual would still have to be trained on the BS & A module and the time sheet module. Once the individual compiled all the payroll information into the BS & A system, the job was already done.

Motion by Mr. Brown and supported by Mr. Rosenberg to recommend to the Township Board approval of the Payroll Benefits Coordinator job description in the Township Clerk’s Office with the change to require a Baccalaureate degree.

Ayes: Brown, Rosenberg

Nays: None

Absent: Kaplan

Motion carried

AUDIENCE GENERAL COMMENTS/QUESTIONS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:55 p.m.

Respectfully submitted,

Marya Duncan

Marya Duncan
HR Specialist

NOTE: Approved minutes of this meeting are maintained as part of the public record and are available upon request. A fee will be required for copies of all meeting tapes and and/or approved minutes. Please contact the Human Resources Department for information.