

**PROCEEDINGS OF PERSONNEL COMMITTEE
WEST BLOOMFIELD TOWN HALL
4550 WALNUT LAKE ROAD
CONFERENCE ROOM 75/76
THURSDAY, MARCH 25, 2010 – 12:15 P.M.**

CALL TO ORDER

Trustee Larry Brown called the meeting to order at 12:15 p.m.

ROLL CALL

Members present: Trustee Larry Brown
Trustee Steve Kaplan
Trustee Howard Rosenberg

Members absent: None

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

General Public: Teri Weingarden, Township Treasurer

APPROVAL OF AGENDA

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

Ayes: Brown, Rosenberg

Nays: None

Absent: Kaplan

Motion carried

APPROVAL OF MINUTES

Motion by Mr. Rosenberg and supported by Mr. Brown to approve the 02/23/10 minutes as presented.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

DISCUSSION REGARDING OPTIONS TO FILL PART-TIME TREASURER ACCOUNT CLERK POSITION (NO INTERNAL APPLICANTS)

Ms. Maier stated that she received a recommendation from the Supervisor to consider posting a full-time position internally rather than hiring from the outside and adding to the bottom line. Mr. Kaplan stated that it would be a lateral move. Ms. Maier stated that was correct.

Mr. Rosenberg asked why the position could not be filled by simply transferring another employee. Ms. Maier stated that it would result in a grievance. Mr. Brown stated the Township had the right to transfer employees. Ms. Maier stated that a grievance filed by the union with respect to a previous transfer is going to arbitration in May because a position was not posted prior to the transfer.

Mr. Kaplan felt that a full-time position should be posted. Mr. Rosenberg stated that it would create more costs in the Treasurer's budget. Ms. Weingarden stated that at the last meeting, the Water & Sewer Director offered to help with the costs if the position became full-time.

Mr. Brown expressed concern with changing to a full-time position and suggested that the position be filled part-time with an outside individual.

Mr. Kaplan asked that if the position were posted full-time and an internal employee was willing to transfer, prior to ratifying that, would it be possible to post the position and gain applicants without being obligated to allow the transfer.

Mr. Rosenberg stated that concept presupposes that he is agreeing the Treasurer needs a full-time position and not a part-time position. Mr. Kaplan indicated that a full-time position was necessary.

Mr. Brown asked for the basis of his position. Mr. Kaplan stated it was based on the time he spent in the Treasurer's Office and his discussions with the employees. Mr. Brown expressed concern with creating a full-time position when one never existed, especially when the Township is under budget constraints.

Mr. Brown asked that if the position is posted full-time and no one applies, would the next step be to hire a part-time individual from the outside.

Mr. Rosenberg stated there was no question that all the departments were working with fewer employees. He stated that it appeared the suggestion of changing

to a full-time position was simply to get an individual in that office. He asked if there were any part-time employees currently working in the Township. Ms. Weingarden stated there was one part-time employee who recently applied and filled a full-time position.

Ms. Weingarden stated she initially came before the Committee to request a full-time position, but it was not granted. At the time, there was a part-time employee who would have taken the position, but the Committee did not allow that individual to apply and recently, the individual was allowed to apply for a full-time position.

Mr. Brown stated the minutes did not indicate that the Committee approved a part-time employee going to full-time. However, there was discussion relative to whether that particular individual was a union employee.

Ms. Maier stated that after the last meeting, she found out that the part-time employee held a union position and therefore, the individual was considered a union employee whether she joined the union or not.

Mr. Brown stated that determination allowed the individual to apply for a full-time position; however, the Committee did not agree to place a part-time employee in a full-time position. Mr. Kaplan stated that was correct and it did not happen in that manner.

Mr. Brown stated his impression was that if the part-time employee qualified, that individual would have moved to the part-time position in the Treasurer's Office. Ms. Weingarden stated that was what she wanted initially and still wanted.

Mr. Kaplan stated the question is whether the Committee had to approve that action or because the individual qualified, could she have been in the position.

Ms. Weingarden asked if the individual simply went through an internal transfer, is she eligible for the position within the Treasurer's Office. Mr. Kaplan asked why the individual would want to work part-time in the Treasurer's Office when she currently has a full-time position. Ms. Weingarden stated that she would not, but the question is whether she was authorized to do so.

Mr. Brown stated that the employee moving to another position has already taken place, but he did not feel it occurred under the proper procedures.

Mr. Rosenberg asked if it was possible for the Treasurer to accomplish all the statutory duties with the current complement or was it necessary to move an individual from another department knowing that the Committee would not approve hiring another individual to replace the one taken from that particular department.

Mr. Kaplan stated he did not feel an employee could work part-time for the Treasurer's Office and part-time for another department. Ms. Weingarden stated that the part-time position works 30 hours.

Mr. Rosenberg stated that clearly the Township will not be hiring an individual from the outside. He stated that an elected official carries some weight in comparison to a department head. Therefore, the Treasurer will have to make the call with respect to moving an existing employee to her department.

Ms. Maier stated she had discussions with the Development Services department head to find out how he felt about losing an individual and he was not opposed to the idea.

Mr. Brown stated that wherever an individual moves from, it creates a part-time position. Mr. Kaplan stated that it would result in cost savings to fill the part-time position with a full-time employee and not fill the full-time position.

Ms. Weingarden stated that the Treasurer's Account Clerk position will actually be performing duties for both the Treasurer and the Water & Sewer Department. She indicated that in discussions with Mr. Haapala, when the Assistant Water & Sewer Director retires, that position would not be filled. Rather, the work would be split up among the remaining Water & Sewer Department employees.

Mr. Rosenberg stated that although he understood what Ms. Weingarden was trying to accomplish, he had reservations about approving a full-time position.

Motion by Mr. Rosenberg and supported by Mr. Kaplan to recommend approval to the Township Board a change in the status of the Account Clerk position in the Treasurer's Office from part-time to full-time at pay grade level 4.0 to be filled only with an internal candidate and that internal candidate's position will be immediately brought to the Township Board by the Human Resources Director for elimination from the budget.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

DISCUSSION REGARDING OPTIONS TO FILL PART-TIME RECEPTIONIST POSITION LEFT VACANT DUE TO ACCEPTANCE OF CLERK'S POSITION

Mr. Brown stated he had numerous complaints from residents about the auto-attendant and preferred to speak with a live person.

Mr. Kaplan stated that a compromise could be worked out in which an individual is given the option of dialing "0" to get a live person. He stated that although he would rather see a full-time switchboard operator, that is just not reality with the current budget constraints.

Mr. Brown suggested that the auto-attendant greeting be shortened. Mr. Kaplan agreed and indicated that the individual needs to speak faster.

Mr. Kaplan stated that calls to a direct number should be encouraged. He stated that he would rather have the switchboard calls go to the Development Services Department because there is always someone in that area and the staff members are very knowledgeable and good at handling calls.

Mr. Brown stated that it depended on the time of year and that the Development Services Department is very busy during the summer. Therefore, he suggested that the handling of the switchboard be rotated and given to each department when it is not during their busy season.

Mr. Kaplan stated that each department should have its own number that an individual can press to get to that particular department directly.

Motion by Mr. Kaplan and supported by Mr. Rosenberg that the Switchboard Operator/Receptionist position not be filled and that the Township implement a quicker and more streamlined answering voice message.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

CONSIDERATION OF PROPOSED INTERNAL HIRING POLICY

Ms. Maier stated this stems from a recent position that was posted and filled by an employee going from the Clerk's Office into the Treasurer's Office. The old policy indicated that the two department heads would work together and agree on a mutual transition period. In this particular situation, it was not possible because both parties could not agree on a smooth transition for the employee. Therefore, she felt it was necessary to implement a policy to address the transition periods.

Mr. Rosenberg asked if there was a transfer and promotion policy. Ms. Maier replied that the Township currently has a promotion policy which is outlined in the union contracts and the Personnel Manual.

Mr. Rosenberg suggested that the proposed policy be referred to the Township Labor Attorney for review and comment as to whether it is consistent with the labor agreements.

Motion by Mr. Brown and supported by Mr. Kaplan to send the proposed Promotions and Lateral Transfers Policy to the Township Labor Attorney for review and that the attorney provide a report to the Personnel Committee no less than four (4) days prior to the next meeting.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

AUDIENCE GENERAL COMMENTS/QUESTIONS

Mr. Brown stated that all information to be discussed at a Personnel Committee meeting must be provided to the Committee four (4) business days prior to the scheduled meeting. If the information cannot be provided within that time frame, the Human Resources Director will not schedule the item on the agenda.

Mr. Rosenberg asked about the status of the flex cards and whether that item will be brought before the Township Board for consideration. He stated that the flex cards could be used by the employees to pay out of the flexible spending accounts directly rather than having to submit a claim. He felt that it would benefit the employees, especially in 2011 when the Township goes to larger deductibles.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:03 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.