

**PROCEEDINGS OF PERSONNEL COMMITTEE
WEST BLOOMFIELD TOWN HALL
4550 WALNUT LAKE ROAD
CONFERENCE ROOM 75/76
WEDNESDAY, APRIL 14, 2010 – 12:30 P.M.**

CALL TO ORDER

Trustee Larry Brown called the meeting to order at 12:34 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: Cathy Shaughnessy, Township Clerk
Lisa Hobart, Township Assessor
Tom Walsh, Community Development Director

APPROVAL OF AGENDA

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

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

APPROVAL OF MINUTES

Ms. Maier stated the minutes reflected discussion regarding the part-time employee who became a full-time employee and that it was not approved by the Committee. However, it was approved as reflected in the 02/23/10 minutes and that any one in town hall was eligible to apply for the vacant position.

Motion by Mr. Rosenberg and supported by Mr. Brown to approve the 03/25/10 minutes as presented.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

UNFINISHED BUSINESS

REVIEW OF LABOR ATTORNEY COMMENTS REGARDING PROPOSED PROMOTIONS AND TRANSFERS POLICY

Ms. Maier stated the current policy states that the current department head and future department head will work together on a mutually agreed upon transition. However, that does not always work for both parties. Therefore, the Committee discussed creating a policy which includes a plan for transitions in the event two department heads cannot agree.

Ms. Maier stated the policy would include the current department head being given a two week notice from the departing employee and commencing immediately after the employee has been selected or the employee would return to the department for a period not to exceed two weeks to provide training to his or her successor.

Mr. Kaplan suggested the following language: *“Within two weeks of an employee being selected to fill the departing employee’s position, the former employee will return for a period not to exceed two weeks to provide training within one month of the position being filled.”* Mr. Rosenberg agreed with the proposed language.

Motion by Mr. Rosenberg and supported by Mr. Kaplan to recommend to the Township Board approval of the Promotions and Transfers Policy as amended.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

**CLOSED SESSION REGARDING ATTORNEY CLIENT PRIVILEGE
COMMUNICATION**

Mr. Kaplan asked if there were any issues that could be discussed prior to moving into closed session. Mr. Rosenberg stated the Committee could discuss the issue related to the Clerk's Department.

Ms. Shaughnessy stated she was losing two employees in her department: the Payroll & Benefits Coordinator (Anita Freudigman) and Deputy Clerk (Gloria Kling). She stated the Payroll & Benefits Coordinator would more than likely be replaced with one of the two individuals in the Finance Department. There was a possibility that the vacant position in the Finance Department may not be backfilled; however, she was not able to make that determination at this time.

Ms. Shaughnessy stated she could potentially have one to two open positions within her complement. She was planning to reorganize the Clerk's Department as a result of the vacancies.

Ms. Shaughnessy stated the backfilling of the Deputy Clerk is not working out the way she expected since an individual declined the position.

Ms. Shaughnessy stated that the agreement with TPOAM 1 included the elimination of half level reductions in ten positions and six of those positions were in the Clerk's Department. She stated that her employees were under the impression that they were getting half step increases and there is ongoing discussion related to that issue. However, if those positions are backfilled, the position would go back to the 2004 pay grade levels. If that were to occur, she could potentially have a Bookkeeper and Accountant at the same pay scale. In addition, the Recording Secretaries would go from pay grade level 4 to 4.5.

Ms. Shaughnessy stated she wanted to submit a reorganization plan that could possibly include the elimination of one position. However, she would request reconsideration of some of the positions since a lot of the work would have to be spread out to other employees. Although she understood that the departments have to do more with less, she stated that her department was already doing that since the elimination of a level 6 position last year.

Ms. Shaughnessy stated she was willing to not backfill the Deputy Clerk position if she was able to hire Gloria Kling on a part-time basis to get through the November election. Mr. Rosenberg stated he had no objection. Mr. Kaplan indicated he had no objection since it would result in a cost savings.

**CLOSED SESSION REGARDING ATTORNEY CLIENT PRIVILEGE
COMMUNICATION** (Continued)

Motion by Mr. Rosenberg and supported by Mr. Kaplan to move the meeting into closed session at 12:53 p.m. to consider the contents of an attorney-client communication consistent with the letter dated 04/07/10.

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

Motion by Mr. Rosenberg and supported by Mr. Brown to move the meeting back into regular session at 1:03 p.m.

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

Mr. Kaplan asked when the new employee would transfer to the Community Development Department when Bill Bauer in the Code Enforcement Department retires on July 30th. Ms. Maier replied that the transfer would be completed prior to Mr. Bauer's retirement.

Ms. Hobart stated that she and Mr. Walsh had discussions that would provide for succession planning and would allow for immediate effectiveness in the Assessing Department.

Mr. Kaplan asked when the transfer would occur. Ms. Maier stated, "As soon as possible." Mr. Kaplan asked if sufficient work was available. Mr. Walsh replied, "Absolutely." Mr. Kaplan asked who would be training the new individual. Mr. Walsh replied, "Steve Burns and Bill Bauer." Mr. Rosenberg asked if the new individual would be performing the exact duties of Bill Bauer. Mr. Walsh replied, "Yes." Mr. Rosenberg asked who the individual would be reporting to. Mr. Walsh replied, "Steve Burns."

Mr. Kaplan asked when the issue would be appearing before the Township Board. Ms. Maier replied, "Monday, April 19th." Mr. Kaplan asked that if the Township Board approved the item on Monday, would the individual be transferred to the Community Development Department on April 20th. Ms. Hobart replied, "Yes."

**CLOSED SESSION REGARDING ATTORNEY CLIENT PRIVILEGE
COMMUNICATION** (Continued)

Motion by Mr. Rosenberg and supported by Mr. Kaplan to recommend to the Township Board approval of transfer of the Appraiser 3 from the Assessing Department to the Code Enforcement Department to replace retiring Code Enforcement Officer effective 04/20/10.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

NEW BUSINESS

**CONSIDERATION OF RECOMMENDATION TO FILL VACANCY IN ASSESSING
DEPARTMENT DUE TO RECENT RESIGNATION**

Ms. Hobart stated that the Appraiser 2 submitted a resignation and as a result, she was seeking to fill an Appraiser Trainee position at pay grade level 3. The training would be conducted internally to offset the skills necessary to move forward.

Ms. Hobart stated that in addition, she was asking for a \$30,000 increase in the overtime budget which would still provide for a considerable amount of savings between the two positions.

Mr. Brown asked if she was proposing to eliminate the Appraiser 2 position at pay grade level 5 and replace it with an Appraiser Trainee at pay grade level 3. Ms. Hobart replied, "Yes" and indicated that the savings would be greater than \$14,000.

Mr. Kaplan stated that the Appraiser Trainee at some point would no longer be a trainee and asked what would happen once that occurred. Ms. Hobart stated that she would come back before the Committee to have the position reclassified.

Mr. Rosenberg asked if the position would be posted internally. Ms. Hobart replied, "Yes" and indicated that she was doubtful anyone in Town Hall would apply since it is a level 3 position. Therefore, she was also asking permission to hire from the outside.

Mr. Kaplan asked how long it took for a trainee to become an appraiser. Ms. Hobart stated it would take a minimum of two years to be a qualified level I appraiser. Mr. Kaplan asked if she would be at risk of losing an individual if he or she were not elevated within one year. Ms. Hobart stated she has not had any indication of that.

CONSIDERATION OF RECOMMENDATION TO FILL VACANCY IN ASSESSING DEPARTMENT DUE TO RECENT RESIGNATION (Continued)

Motion by Mr. Rosenberg and supported by Mr. Brown to recommend to the Township Board approval of the following: (1) Appraiser Trainee position at pay grade level 3 due to the resignation of an Appraiser 2 position, (2) elimination of an Appraiser 3 position and (3) additional overtime for the department not to exceed the amount of \$30,000.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

AUDIENCE GENERAL COMMENTS/QUESTIONS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:40 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.