

**PROCEEDINGS OF PERSONNEL COMMITTEE  
WEST BLOOMFIELD TOWN HALL  
4550 WALNUT LAKE ROAD  
CONFERENCE ROOM 75/76  
WEDNESDAY, MAY 5, 2010 – 8:15 A.M.**

**CALL TO ORDER**

Trustee Larry Brown called the meeting to order at 8:32 a.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: Cathy Shaughnessy, Township Clerk  
Teresa Hebert, IT Department

**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**

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**CONSIDERATION OF RECOMMENDATION TO FILL VACANCY IN CLERK'S DEPARTMENT DUE TO SENIOR CLERK/RECORDING SECRETARY ACCEPTING POSITION IN TREASURER'S DEPARTMENT**

Ms. Shaughnessy stated that potentially someone would apply for this particular position because the agreement with the TPOAM Unit 1 eliminated the reduction of pay grade levels. Therefore, this position would be posted at pay grade level 4.5 rather than level 4.

Ms. Hebert asked that in the event the position is not filled internally and it has to be posted outside, would internal employees be allowed to apply. Ms. Maier stated the position has already been posted internally.

Ms. Shaughnessy referred to the TPOAM Unit 1 agreement which indicates, "*The Township has agreed to the union's proposal to eliminate the reductions in pay.*" There are five employees affected by this agreement. Mr. Brown stated the employees were affected if they moved to those positions. Ms. Shaughnessy stated the agreement does not indicate that.

Mr. Rosenberg stated the Committee would be having discussions with the union as to the intent of that agreement. Ms. Hebert stated that lengthy discussions were not held with respect to the intent. She commented that at the time of the agreement there were two positions in the Finance Department that were hired at a lower level; however, the Township chose to hire two positions at pay grade level 6. Therefore, the Township initially did not comply with the lower reductions as reflected in the contract.

Ms. Shaughnessy stated there were seven individuals who could potentially be bumped up a half level. Mr. Brown asked for the difference in pay with respect to level 4 and 4.5. Ms. Maier stated the top step of level 4 is \$45,123 and the low step of level 4.5 is \$45,571.

Ms. Hebert stated there is an individual in the Records Clerk position in the Police Department who is doing the same work as the other Records Clerks at the higher level.

Mr. Brown suggested that a determination should be made as to the total cost of changing the levels. He would rather make the modifications and leave the individuals in their positions in order to eliminate confusion and bring stability to the departments.

**CONSIDERATION OF RECOMMENDATION TO FILL VACANCY IN CLERK'S DEPARTMENT DUE TO SENIOR CLERK/RECORDING SECRETARY ACCEPTING POSITION IN TREASURER'S DEPARTMENT** (Continued)

Ms. Shaughnessy expressed concern that she could not post the position in her department until a decision was made at the Township Board with respect to the pay grade levels. Mr. Rosenberg stated the position could be posted pending Township Board approval.

Mr. Brown stated the Board could also eliminate positions in order to stop the domino effect. Mr. Rosenberg stated that the Board also has the right to reassign employees in the event the position is not filled by a qualified individual.

**Motion by Mr. Rosenberg and supported by Mr. Brown to recommend to the Township Board approval to fill any positions in the Clerks/Finance Department currently open or that become open in 2010 via the required posting rules per the TPOAM Contract, including possibly filling with an outside candidate for Payroll Specialist and one Clerk position. Also, to allow the Clerk to begin posting any open positions that directly report to her, pending Township Board approval.**

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

**DISCUSSION REGARDING SECTION 18.2 – WAGE ADJUSTMENTS IN THE RECENTLY RATIFIED 2009-2011 TPOAM-1 CONTRACT**

Mr. Brown stated that in order to make the transitions more amenable to individuals within the Clerk's Department, individuals be given the increase if he or she is willing to remain in their current position.

Ms. Shaughnessy stated that would only affect a few people. She felt a blanket decision would have to be made with respect to the positions listed in Article 18 of the TPOAM Unit 1 contract.

Ms. Shaughnessy stated there were potentially seven positions that were affected and three or four would already receive the increase as a result of movement into those positions.

Mr. Brown suggested that a recommendation be made with respect to the specific positions in order to maintain stability within the departments. He stated that it would amount to approximately \$450 per position.

**DISCUSSION REGARDING SECTION 18.2 – WAGE ADJUSTMENTS IN THE RECENTLY RATIFIED 2009-2011 TPOAM-1 CONTRACT** (Continued)

Ms. Maier stated the Water & Sewer Office Coordinator job description changed when the position was vacated. The financial responsibilities were taken out and given to a position within the Finance Department. Ms. Shaughnessy indicated that those responsibilities were now being performed by Diana Karpov.

Ms. Hebert added that the reduction to pay grade level 5 was an adjustment as a result of the financial responsibilities being handled by the Finance Department. Therefore, the Water & Sewer Office Coordinator position would not be affected.

**Motion by Mr. Rosenberg and supported by Mr. Brown to recommend to the Township Board to consider implementing the condition of the TPOAM Unit 1 agreement, dated February 4, 2010, Section 18.2 for all replacement pay levels, with the exception of the Water & Sewer Office Coordinator position, whose job description was previously changed with a reduction of work load. The effective date of increases to be June 1, 2010.**

**Ayes: Brown, Rosenberg**

**Nays: None**

**Absent: Kaplan**

**Motion carried**

**AUDIENCE GENERAL COMMENTS/QUESTIONS**

None.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:15 a.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.*