

**PROCEEDINGS OF THE
PERSONNEL COMMITTEE
CHARTER TOWNSHIP OF WEST BLOOMFIELD
CONFERENCE ROOM 75/76
4550 WALNUT LAKE ROAD**

THURSDAY, MAY 5, 2011 -- 8:30 A.M.

Members present: Lawrence Brown and Howard Rosenberg

Members absent: Steven Kaplan

Staff present: Marya Duncan, HR Specialist
Lisa Hobart, Township Assessor

Others present: None

General public: Dora Montgomery, Exec Asst to Fire Chief

CALL TO ORDER Chairman Brown called the meeting to order at 8:34 a.m.

APPROVAL OF AGENDA The Agenda was approved as presented.

APPROVAL OF MINUTES

Motion by Rosenberg and supported by Brown to approve the minutes of 02/28/2011 as presented.

Ayes: Brown and Rosenberg

Nays: None

Absent: Kaplan

Motion carried

UNFINISHED BUSINESS

None

NEW BUSINESS

DISCUSSION AND CONSIDERATION TO FILL VACANCY IN THE ASSESSING DEPARTMENT

Ms. Hobart stated that approximately one (1) year ago, Joe Williams started as an Appraiser Trainee; he had previously worked for the Township as an unpaid intern. He has been an outstanding addition to the Assessing team. He was able to do the sketch packets because of his knowledge in CAD design.

Mr. Williams will be leaving the Township to return to his previous employer on May 6, 2011. Additionally, Sharon Florio is officially retiring her Part Time, Level III position shortly.

Ms. Hobart presented a schedule of savings for the two (2) positions being vacated and replacing it with one (1) Appraiser II position. In the future, Mr. Rosenberg would like only the HR Department to put together the financial projections. The estimated savings for merging the two (2) positions together is \$29,588.00 per year. Mr. Brown stated the new employee would be coming in under the new medical benefit program.

Ms. Hobart stated the position would be replaced at a pay grade level 5D. Mr. Rosenberg stated that the level would have to start at level 5A. Ms. Hobart stated she is receiving conflicting information as to the starting pay of a new hire. She stated that as of yesterday, Mr. Shiffman advised that was not the agreement. Mr. Rosenberg stated that Mr. Shiffman advised him the level has to start out at level A.

Ms. Hobart stated that if she had to start someone out at a Level 5A, she would not be able to fill the position. She might want to consider hiring an Appraiser III at a Level 6.5. Mr. Brown said that was not an option.

Ms. Montgomery stated there was a meeting with the Union and Ms. Maier regarding hiring salaries. There was discussion that perhaps hiring at a Level B or C would be possible, but anything higher than that, would need to be discussed further. Ms. Montgomery said there was not enough time from when they were notified of the Personnel Committee meeting until the actual meeting to discuss any pay level upgrades with their Union Board.

Mr. Rosenberg suggested that the Personnel Committee approve the position at level 5A and in the mean time, the position be posted. There should be a meeting with Ms. Hobart, Ms. Maier, the Union and a member of the Personnel Committee to discuss changing the pay grade. Ms. Montgomery will work to get a meeting set up within the next few days to discuss the matter.

Motion by Mr. Rosenberg and supported by Mr. Brown to hire a temporary worker for up to 20 weeks at a Level 5A. Also, post the position internally at a Level 5A, pending Board approval. With the knowledge that the level could possibly change to a 5C or 5D after the meeting with the Union and Department Heads.

Ms. Hobart wanted to discuss the qualifications for the Appraiser positions. She stated that it is very rare for an Appraiser to hold a higher education. As it stands now, a requirement of the Township Board is to only hire individuals with Bachelor degrees. Their education comes from training and certifications at the different Appraiser levels. Ms. Hobart stated that even at the highest Level IV Appraiser, it would be rare to have a Bachelor degree. Mr. Brown stated the job descriptions could be updated to Bachelor degree preferred along with the proper certifications and years of experience.

Ms. Hobart added that the State Tax Commission has changed the names for the different Appraiser levels. Those new names will be updated on the job descriptions, along with the proper certifications and experience.

Ayes: Brown and Rosenberg
Nays: None
Absent: Kaplan
Motion carried

Mr. Brown asked that Ms. Maier add the make up of the Personnel Committee members to the next Township Board agenda. He indicated that Mr. Kaplan is unable to make day time meetings, due to other commitments. He stated that meetings are preferred to be held during the day due to the nature of what is being discussed. If meetings are held after work hours, it may require payment of overtime for those attending. He stated that past practice was to have most Personnel Committee meetings during the work day. He wanted a commitment from Mr. Kaplan that he could make day time meetings. If he is unable to do so, he would like there to be re-appointment.

AUDIENCE GENERAL COMMENTS/QUESTIONS

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 A.M.

Respectfully submitted,

Marya Duncan
Marya Duncan, HR Specialist