

**PROCEEDINGS OF
PERSONNEL COMMITTEE
CHARTER TOWNSHIP OF WEST BLOOMFIELD
4550 WALNUT LAKE ROAD
MONDAY, FEBRUARY 27, 2006 — 4:00 P.M.**

CALL TO ORDER

The meeting was called to order by Trustee Horn at 5:25 p.m.

ROLL CALL

Members Present Trustee Larry Horn
 Trustee Deborah Macon
 Trustee Robert Spector

Members Absent: None

Others Present: Kent Herbert, Personnel Director

APPROVAL OF AGENDA

Motion by Mr. Spector and supported by Mr. Horn to approve the agenda as submitted.

Ayes: Horn, Macon, Spector

Nays: None

Absent: None

Motion carried

APPROVAL OF MINUTES

Motion by Mr. Spector and supported by Mr. Horn to approve the minutes of 11/14/05 and 12/19/05 as submitted.

Ayes: Horn, Macon, Spector

Nays: None

Absent: None

Motion carried

SET NEXT MEETING DATE

The next meeting was scheduled on Monday, March 27, 2006 at 4:00 p.m.

UNFINISHED BUSINESS

JOB DESCRIPTIONS

Mr. Herbert stated he had the following job descriptions for review by the Committee: Building Director, Accounts Payable, Senior Bookkeeper, Recording Secretary, Senior Recording Secretary. He stated that all of these job descriptions have been reviewed by the department head and staff. He stated a copy of the job descriptions were also submitted to the TPOAM Union and there were no comments from them, which indicated to him that they were in agreement.

Mr. Spector asked if there were any major issues of discontent expressed by the department heads or staff. Mr. Herbert replied, "No."

Motion by Mr. Spector and supported by Ms. Macon to recommend approval of the job descriptions for Building Director, Accounts Payable, Senior Bookkeeper, Recording Secretary, and Senior Recording Secretary as revised by the department head.

Ayes: Horn, Macon, Spector

Nays: None

Absent: None

Motion carried

NEW BUSINESS

GOAL SETTING BUSINESS PLAN

Mr. Herbert stated that at a previous meeting the Committee asked that something be done with respect to goal setting. Therefore, he came up with a draft business plan as a starting point for looking at goal setting and mission statements. In addition, statistical reports were submitted at the end of the last quarter and one of the department heads submitted his own business plan. He asked that the Committee review the statistical reports at the next meeting, because one of the things that needed to be done is the ability to measure performance. Currently, the process of measuring performance has been very difficult.

Mr. Herbert referred to page 4 of the draft business plan regarding improving coordination between departments and use more information sharing.

Mr. Herbert stated that review of new **computer** applications to improve production of information and streamline production of services needed to be reviewed.

Page 3

Proceedings of Personnel Committee

Monday, February 27, 2006 — 4:00 p.m.

Ms. Macon stated there was something that would address both of those issues which has come up in front of the full board. She stated that a question was asked with respect to an individual contacting several departments and there not being any record of the conversations between the individual and staff. She stated there were data systems that could track those types of conversations to result in improved customer service and prevention of redundancy.

Mr. Herbert stated that if these issues become a priority of the Township Board and they allocate resources, then it will also be staff's priority. He stated that services need to be maintained with the same or fewer people and in order to do that, the process would have to be streamlined. He added that barriers between departments needed to be broken down.

Ms. Macon stated the piece that the Board worked on would consist of the Mission Statement and Statement of Goals reflected on pages 1 and 2 of the draft business plan. She stated the remaining issues would become the set of deliverables that directors and staff would work on. When the governing body has clarity on the statement of principles and has an agreement with respect to Statement of Goals on the top of page 2, that could be turned into something more detailed. She stated there has never been any discussion relative to the Mission Statement at the Township Board level.

Mr. Herbert referred to the Objectives and Tasks on page 4 of the draft business plan and indicated that the Board could ask staff to submit plans relative to accomplishing those issues.

Mr. Spector asked if he felt the Township Board Trustees were considered to be staff of the Township. Mr. Herbert replied, "No." Mr. Spector asked if the Clerk and Treasurer were considered staff. Mr. Herbert stated they were *more like* department heads. Mr. Spector asked if the Trustees were overstepping their authority when they raised issues such as the roads. Mr. Herbert replied, "No."

Ms. Macon stated that a few months ago, the Committee asked the Personnel Director to come up with a system of performance evaluations for the department heads because a consistent system did not exist. She stated that Mr. Herbert had indicated at that time, that he would need guidance and assistance from the Personnel Committee to determine what should be measured.

Ms. Macon stated that anything the Personnel Committee does, is basically feedback provided to the full Board. She referred to items 1 through 12 on pages 4 and 5 of the draft business plan and indicated that those would be the kind of things that department heads' performance would be measured against. Therefore, the

Page 4

Proceedings of Personnel Committee

Monday, February 27, 2006 — 4:00 p.m.

Committee's connection is that there has to be agreement at some level as to the focus of all the department heads collectively.

Mr. Spector stated there should be some type of disclaimer to the Board members that if the Trustees were overstepping their authority, these were simply suggestions. Ms. Macon stated the Committee was not at that point yet.

Mr. Spector stated that if these items were going to be presented to the Township Board, there needed to be a disclaimer separating the Committee's authority because in reality, personnel should not have to deal with issues such as the roads. Therefore, the Committee would not appear to be overstepping their authority.

Ms. Macon stated that the Committee could indicate that the conversation relative to broader issues has only begun, in order to support developing performance measures. She stated the Committee was simply asking the entire Board to have a session to reach consensus with respect to these issues.

Mr. Horn agreed that the conversation should be at the full Board level to determine whether they wish to pursue the issue. Mr. Spector stated although he agreed, he did not want the Personnel Committee to appear as if they were overstepping their authority. He added that some of the items in the draft business plan implied that. He felt the document should be presented to the full Board with a disclaimer.

Ms. Macon stated the issue regarding doing a budget two or more years in advance has been discussed for many years; however, nothing has been done thus far.

Mr. Spector stated that during the budget meetings, Mr. Flaisher came up with \$1 million, in trying to balance the budget. However, he really did not come up with \$1 million because better than half of that money came out of the Public Safety Fund and the millage. Therefore, the Supervisor was basically pulling rabbits out of a hat just to make the situation look good and the other members of the Board were aware of what he was doing. He stated it was clear that there were members in favor of having a two or three year budget.

Ms. Macon stated the draft business plan was simply step one in the process of moving forward and not going back to indicate what should have been done with past issues.

Mr. Horn suggested that the Committee simply review the document. Ms. Macon stated that discussions relative to the draft business plan should only be discussed at the Committee level as a work process. Mr. Horn agreed. Ms. Macon felt this issue was too important to push it through without first having discussions at the Committee

Mr. Herbert stated the items included in the draft business plan were a result of all the different remarks made by staff as well as Board members relative to strengths, weaknesses and problems in the Township.

Mr. Spector asked if a time deadline could be placed for this issue. Mr. Herbert stated that once the Committee reviewed the document, a schedule could be made with respect to the items contained in the document.

Ms. Macon stated the more the Committee accomplished prior to August would be ideal because the first budget meeting that the majority of the Board decided on was not until August.

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Mr. Horn asked about the letter from the Township Labor Attorney. Mr. Herbert replied that it was a question he imposed to obtain a direct answer as to whether the Township could take away benefits from employees who have retired from the Township. He stated that because of certain legal opinions, the school districts found that they could cut benefits from the retired employees.

Mr. Herbert stated the Township Labor Attorney indicated that it was rather limited and he did not recommend that the Township go back and attempt to cut any retiree benefits.

Mr. Herbert distributed information to the Committee regarding the compensation that existed in previous years. He stated there was a remarkable trend that changes in wages as a percent of compensation and in 1988, it was nearly 70%. It is now down to 51% of an employee's compensation. He stated that post retirement benefits and health benefits now constitute 39% of every dollar the Township pays to the employees.

Mr. Herbert stated that individuals are going to the doctor more often now than they did in 1988 and were receiving more advanced treatment. Therefore, employees have received major improvements in their benefits without paying anything with respect to health care. Therefore, 100% of the health care benefits have been borne by the Township. He stated the Township needed to get closer to the relationships they had 15 years ago.

Mr. Herbert stated that it was time for the employees to take responsibility for their own health care and come up with ways to make them better consumers.

Page 6

Proceedings of Personnel Committee

Monday, February 27, 2006 — 4:00 p.m.

Mr. Spector asked how the school boards handled the issue. Mr. Herbert stated that legislature existed in which the State administered health care through a resolution and not through a contract with the individual school districts. He stated the Township did not have that situation and therefore, they have to negotiate those issues.

Mr. Spector asked if the Township was locked in with respect to the Retiree Health Care. Mr. Herbert replied, "Yes, for the ones that have retired."

Ms. Macon asked if the Township would consider structuring some form of buyout similar to what was done by the West Bloomfield school district.

Mr. Horn suggested that information could be provided as to what currently exists and what changes would be proposed.

Mr. Spector stated the Township Labor Attorney has indicated that nothing could be changed for those employees who have already retired. He asked if the Township has to provide the retirees with the same level of service provided to the current employees. Mr. Herbert replied, "Yes."

Mr. Spector asked that if the Township changed the level of service provided to the current employees, would that affect the retirees. Mr. Horn replied, "No."

Mr. Spector questioned how the auto industry got around that issue. Mr. Herbert stated they negotiated with the UAW and they are not a government body. He added that a government body has a contractual obligation to pay the health care.

EXECUTIVE SESSION REGARDING COLLECTIVE BARGAINING

Motion by Mr. Spector and supported by Ms. Macon to move the meeting into Executive Session at 5:45 p.m.

Ayes: Horn, Macon, Spector

Nays: None

Absent: None

Motion carried

Motion by M and supported by M to move the meeting back into Regular Session at 6:00 p.m.

Ayes: Horn, Macon, Spector

Nays: None

Absent: None

Page 7
Proceedings of Personnel Committee
Monday, February 27, 2006 — 4:00 p.m.
Motion carried

AUDIENCE GENERAL COMMENTS/QUESTIONS

None.

COMMITTEE EMERGING ISSUES/COMMITTEE PROJECTS/FUTURE AGENDA ITEMS

Ms. Macon asked about the Oakland County Mediation Center. Mr. Herbert replied that a meeting was scheduled on March 24, 2006.

Mr. Spector commented that it appeared the Committee had a lot of issues to discuss. He expressed concern that more meetings would be necessary and did not feel the Board would look favorably on the Committee having numerous meetings.

Mr. Herbert stated that a schedule of issues to be discussed could be laid out at the next meeting and the Committee could make a determination as to how many meetings would be necessary.

Ms. Macon felt the Committee was within the scope of what was expected and suggested that the Chairperson submit a list of issues to be discussed by the Committee to the full Board and ask for feedback.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:43 p.m.

Larry Horn
Personnel Committee Chairperson

Transcribed by: Millie Gray, Recording Secretary