

PROCEEDINGS OF THE
WEST BLOOMFIELD TOWNSHIP PERSONNEL COMMITTEE MEETING
CHARTER TOWNSHIP OF WEST BLOOMFIELD
TOWNSHIP BOARD ROOM
4550 WALNUT LAKE ROAD

Monday, October 1, 2007 @ 4:00 P.M.

Members present: Trustee Robert Spector
Trustee Deborah Macon
Trustee Robert Sher

Members absent: None

Staff present: Kent Herbert, HR Director
Chief James Poppelreiter, Fire Department
Lisa Hobart, Assessing Director
Marshall Labadie, Environmental Director
Steve Brideau, Finance Director

Others present: None

General public: None

CALL TO ORDER Chairman Spector called the meeting to order at 4:02 p.m.

APPROVAL OF AGENDA The Agenda was approved as presented.

APPROVAL OF MINUTES The minutes of 07/23/07 was approved as submitted.

APPROVAL OF NEXT MEETING

The next meeting was scheduled for 10/29/07 at 3:00 PM.

UNFINISHED BUSINESS

Recommendation on Fire Chief's DROP Proposal

A recommendation was made by the Township Labor Attorney Dennis Dubay to not use the DROP Proposal program.

Mr. Sher felt it was a good idea to support long term employees. However, he expressed concern that it could have a negative impact on current employees since it could result in those individuals not being able to get a promotion until someone higher up left. In addition, it may result in those employees taking their skills and knowledge they obtained from the Township and seeking employment with another municipality.

Ms. Macon asked what options were available with respect to re-hiring a retired employee in another capacity. Mr. Herbert stated that in order to retain an individual, the Township could add 1% onto their FAC which would result in the individual receiving up to 85% of their final average earnings. Currently, the cap on the pension is 80%. Another option would be to hire the individual as a contract employee. Ms. Macon asked that those two options be investigated further.

Mr. Sher asked when the Fire Chief was expected to retire. Chief Poppelreiter stated he was planning on retiring in November 2008.

Mr. Spector expressed his opposition to the DROP Program and felt that it could result in the Township losing valuable employees since there would be no opportunity for advancement.

NEW BUSINESS

Recommendation on Appraiser 3 pay rate

Mr. Herbert stated that the salary survey was recently completed and therefore, it has not been presented to the Union. If the Personnel Committee approved the pay rate, they would meet with the Union for their approval.

Lisa Hobart, Township Assessor, stated the level increase was due to the fact that the Township ad was placed in the Michigan Assessor Magazine immediately adjacent to an ad from another Township advertising for a Level 1 Appraiser at the same pay rate being offered by the Township for a Level 3 Appraiser.

Ms. Hobart stated that she was looking for a highly skilled individual who was familiar with the BS & A software system to work in the difficult real estate market. She attempted to contract individuals with a Level 3 certification who were interested in the position; however, they became disinterested when the level of pay was mentioned. She stated that Mr. Herbert conducted a salary survey with respect to the median salary level.

Ms. Hobart stated the pay increase would also affect the three Level 3 Appraisers currently working for the Township. Those positions would be changed from Level 5.5 to Level 6.5, which is a pay difference of approximately \$10,000. She felt that in order to recruit a qualified individual, the Township would have to offer more money. She already had discussion with a current Appraiser in the department, because the new Appraiser would be hired at the same level, but likely at the top of the scale.

Ms. Hobart stated the Level 3 Appraisers are more than capable of doing any of the appraisals needed in the Township. However, the department is lacking in the area of technology. The Level 3 Appraiser increases would initially cost approximately \$2,000 and \$2,000 for each step increase they would receive over the next two years. The new hire would start off at the top of the pay scale at level at 6.5G. The total cost would be approximately \$16,000 for the increases over the next two years.

Page 3

Proceedings of the Personnel Committee Meeting

Monday, October 1, 2007, 4:00 PM

Mr. Sher asked if a contract person could fill the void in the Assessing Department. Ms. Hobart said that a contract could help out in the department, but would not solve her problem of having an individual with a vast knowledge of appraisals as well as the skill set for technology for the long term.

Mr. Sher asked for a recommendation. Mr. Herbert stated that he supported the level increase for the Appraiser 3 positions.

Motion by Ms. Macon and supported by Mr. Sher to recommend to the Township Board the approval of a change in the pay scale for Level 3 Appraisers.

Ayes: Macon, Sher, Spector

Nays: None

Motion carried

Accountant Job Description-Budget

Steve Brideau, Budget Director, stated he was requesting to add two Accountant positions within the Township. One position would be filled with a current Finance Department employee and the other position would be filled through applications. The second accountant position would split their time between the Water & Sewer Department and Town Hall accounting matters.

Mr. Brideau stated there were a few reasons for the addition of Accountants to Town Hall. One reason is the use of new software package, which is being handled by the IT Department. The current software is costly and not fully functional. Secondly, the auditors have indicated that the Accounting Department is understaffed. Thirdly, they would like all the different departments to use the same accounting software. Currently, the Police, Fire and Town Hall buildings use different types of software.

Mr. Brideau stated the reason for splitting the new Accountant between Town Hall and the Water & Sewer Department is to assist the Water & Sewer Department with placing all their fixed assets on a financial package. Basically, one half of the new Accountant position would be paid for out of the Water & Sewer budget. The salary level for the new Accountant is 6.5 plus benefits.

Mr. Brideau stated that the new Accountant would report to the Budget Director and possibly obtain direction from the Water & Sewer Director. Mr. Sher expressed concern that splitting the duties of the new accountant might not resolve the issue of requiring an additional employee. Mr. Brideau stated that the new person would be responsible for inputting and maintaining all of the Water & Sewer Department fixed assets on the accounting system.

Mr. Sher asked how it would affect the Union and if there were any current employees that could fill the position. Mr. Herbert stated they would have to request a Letter of Understanding from the Union with respect to the new position and salary. There is an

Page 4
Proceedings of the Personnel Committee Meeting
Monday, October 1, 2007, 4:00 PM

employee in house qualified to fill one of the positions; however, they would like to accept applications for the second position. The job will also be posted within the Township, but they would have to meet the minimum qualifications to be accepted for the position. The new software is expected to be up and running in June 2008 and the expectation is to have the new person hired by the end of the year or beginning of the following year.

Motion by Mr. Sher and supported by Ms. Macon to recommend to the Township Board the approval of two accountant positions and the removal of a Senior Bookkeeper position at a Level 6.5.

**Ayes: Macon, Sher, Spector
Nays: None
Motion carried**

Engineering-Environmental Director

Marshall Labadie, Environmental Director, asked that his job description be updated to reflect his current job duties as Engineering/Environmental Director. There would be no change in his pay grade.

Ms. Macon suggested that the title be changed from Engineering/Environmental Director to Development Services Director. Mr. Herbert stated they did not use the name Development Services Director because Development Services includes the Planning Department and Mr. Labadie does not oversee that department.

Mr. Labadie stated that as a result of his research, he found other communities that have a similar position. Mr. Spector expressed concern that if the position was changed to Development Services Director, it would imply that he is in charge of all the departments involved in the Development Services, when in fact, he is only in charge of the Engineering and Environmental Departments.

A recommendation was made by the Committee to hold off changing the title and updating the job description until they could have a consensus with respect to a title for the position.

Environmental Manager Planner

Mr. Labadie requested that a new position to be created to cover the Environmental area. The position could be filled internally and the cost covered by the generation of funds by not hiring an outside consultant. The position will be at pay grade level 7.

Mr. Labadie stated his intention is to move John Roda from the Environmental Code Inspector position to the Environmental Manager Planner position. There are approximately 1,700 Wetland Scientists in North America and West Bloomfield Township happens to have one with Mr. Roda on staff.

Page 5
Proceedings of the Personnel Committee Meeting
Monday, October 1, 2007, 4:00 PM

Mr. Labadie stated the Environmental Department currently charges out between \$20,000 and \$30,000 in wetland determination fees to an outside consultant, which can be done in house. The new Environmental Manager would also serve as a back-up to the Environmental/Engineering Director.

Motion by Ms. Macon and supported by Mr. Sher to recommend to the Township Board the creation of the Environmental Manager position at a pay grade level 7.

**Ayes: Macon, Sher, Spector
Nays: None
Motion carried**

There being no further business, the meeting was adjourned at 5:27 PM.

Respectfully submitted,

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/or approved minutes. Please contact the Recording Secretary of the Planning & Environment Department for information.