

**PROCEEDINGS OF**  
**PERSONNEL COMMITTEE MEETING**  
**CHARTER TOWNSHIP OF WEST BLOOMFIELD**  
**4550 WALNUT LAKE ROAD**  
**CONFERENCE ROOM 76**  
  
**TUESDAY, JANUARY 6, 2009 --- 7:00 P.M.**

**CALL TO ORDER**

The meeting was called to order by Mr. Herbert at 7:00 p.m.

Members Present:           Trustee Larry Brown  
                                  Trustee Steve Kaplan  
                                  Trustee Howard Rosenberg

Members Absent:           None

Staff Present:             Kent Herbert, Human Resources Director

In Attendance:           Cathy Shaughnessy, Township Clerk  
                                  Gloria Kling, Deputy Clerk  
                                  Ed Haapala, Water & Sewer Director  
                                  Lt. Curt Lawson, Police Department  
                                  Patti Page, Police Department

**APPROVAL OF AGENDA**

**The agenda was approved as submitted.**

**ELECTION OF COMMITTEE CHAIRPERSON**

**Motion by Mr. Rosenberg and supported by Mr. Kaplan to nominate Larry Brown as Personnel Committee Chairperson.**

**Ayes: Brown, Kaplan, Rosenberg**

**Nays: None**

**Absent: None**

**Motion carried**

### **APPROVAL OF MINUTES**

**Motion by Mr. Kaplan and supported by Mr. Rosenberg to approve the minutes of 10/16/08 as submitted.**

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

### **UNFINISHED BUSINESS**

None.

### **JOB DESCRIPTION – OFFICE MANAGER (CLERK’S OFFICE)**

Mr. Herbert provided a brief summary and referred to Ms. Shaughnessy to elaborate on the item.

Ms. Shaughnessy stated that the Executive Assistant is currently handling office manager duties. She needed an individual with supervisor authority, which requires a different level and different union. The union has indicated to her that the individual cannot be performing supervisory duties, if not part of the supervisory union.

Mr. Rosenberg asked if there was something in writing with respect to that. Ms. Shaughnessy replied, “No.” Mr. Kaplan asked about the current pay grade level 5.5. Mr. Herbert stated the position would be upgraded from level 5.5 to level 6 if approved. Mr. Kaplan stated that it would require a budget amendment of \$791 for the 2009 budget. Ms. Shaughnessy stated the budget was already approved with the position.

Mr. Brown recalled a previous meeting which included approval of the Executive Assistant to a supervisory level to allow the individual authority over the remaining staff members. Ms. Shaughnessy stated the department has 13 employees and the Executive Assistant handles all of the supervisory duties.

Mr. Herbert stated that the increase would amount to approximately \$4,300 a year at the top pay grade level. The pay at the top grade level of 5.5 is \$55,106 and \$59,447 for level 6. Ms. Shaughnessy stated that would not happen this year. Mr. Brown asked for the current pay level of the individual. Mr. Herbert replied, “\$52,020” and indicated that if approved, the pay would increase to \$52,733.

Ms. Shaughnessy stated that previously, the Executive Assistant position was at pay grade level 6. However, the Township Board approved the reduction of the pay grade to level 5.5 when the position was vacated.

**JOB DESCRIPTION – OFFICE MANAGER (CLERK’S OFFICE)** (Continued)

Mr. Herbert stated the reason was that the salaries of those positions were significantly higher in comparison to other communities with the same type of position. Therefore, it was an attempt to gradually bring those salaries in line with the surrounding communities.

Mr. Kaplan stated the 2009 budget included the amount of \$791. He was familiar with the responsibilities performed by the individual in that position and therefore, he supported the upgrade.

Mr. Rosenberg stated he was not in favor of the issue because he did not have a budget to review. He asked that the item be delayed until the Board had an opportunity to review the overall scope. He was not in favor of increases in any salary levels. He questioned whether the salary compensation of the Deputy Clerk was appropriate since that position was no longer performing the duties which are now assigned to the Executive Assistant.

Ms. Kling stated that her salary is well below that of the former Deputy Clerk. Therefore, it resulted in a reduction in the overall budget for the Clerk’s Office. She was located in the back area and assisted Ms. Shaughnessy with specific duties; by virtue of her location it was difficult to oversee the individuals located in the front office. Therefore, an individual was needed up front to handle overseeing the front area.

Mr. Brown stated that in order for the Executive Assistant to have supervisory authority, the grade level has to be upgraded to level 6. Mr. Herbert stated if an individual is going to perform supervisory functions, it is necessary to place that position in the supervisory union.

**Motion by Mr. Kaplan and supported by Mr. Brown to recommend approval of increasing the pay grade level of the Executive Assistant from 5.5 to 6 with the job title changed to Office Manager/Executive Assistant and that the matter be placed on the 01/12/09 Township Board agenda.**

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

**JOB DESCRIPTION – OFFICE MANAGER (WATER & SEWER DEPARTMENT)**

(Continued)

Mr. Haapala stated there was no on-site supervision for the three individuals within the Water & Sewer Billing Department. The department currently takes in approximately \$23 million a year and those individuals are responsible for ensuring the bills are sent out and the monies collected.

Mr. Haapala stated that numerous customers have expressed their frustration with not being able to obtain an answer to an issue and expected to have an individual with authority to provide the answers. Rather than having an individual on site, they are informed to either call or go to the Water & Sewer Department located three miles from the Town Hall. He stated that three years ago, the Township Treasurer, decided she no longer wanted to supervise the Water & Sewer Billing Department.

Mr. Haapala stated that currently, the Assistant Water & Sewer Director is responsible for supervising the billing department from an off-site location. However, the task is difficult for that individual to accomplish in the current situation.

Mr. Haapala stated that there is an individual within the department who is highly capable of performing supervisory functions. Currently, this individual has been placed in a supervisory position on an interim basis; however, that temporary period is only allowed for a period of 30 days.

Mr. Haapala stated that the request would require an increase to the current position and also have that individual serve as a working billing analyst; not simply perform the functions of a supervisor since this is a hands-on type of job.

Mr. Haapala stated that currently, there are two Billing Analysts who handle all of the billing and collections at pay grade level 4.5 as well as a Billing Clerk at pay grade level 4. The Billing Clerk position was created to assist with the water meter conversion program. That program involved changing out a total of 20,000 water meters in the Township, which will be completed this fall. There is an additional \$1.5 million in revenue coming back from the water loss as a result of that program.

Mr. Kaplan asked for the proposed pay grade level for the Office Manager position. Mr. Haapala stated it was level 6.

Mr. Haapala stated his proposal was to eliminate the Billing Clerk position at pay grade level 4, which would result in two Billing Analysts and one Billing Analyst/Office Manager and still maintain three positions within that department.

Mr. Kaplan asked about the disparity in costs. Mr. Haapala stated the total cost is \$10,806 for the individual reaching the top step. He added that \$10,806 in comparison to \$23 million in revenue did not affect one penny on the rating.

**JOB DESCRIPTION – OFFICE MANAGER (WATER & SEWER DEPARTMENT)**

(Continued)

Mr. Kaplan asked if the money came out of the General Fund. Mr. Haapala replied, "No, it's all Water & Sewer Fund." Mr. Kaplan asked if the position would need to be posted. Mr. Herbert stated that all promotions have to be posted. Mr. Kaplan asked if anyone within the Township was eligible to apply. Mr. Herbert replied, "Yes, but the department head has the discretion to select the individual; it is not based on seniority." Mr. Kaplan asked if outside applicants would apply. Mr. Herbert stated that no applications would be taken from outside the Township because the position is within the TPOAM unit.

Mr. Kaplan asked how the other employees interact with the individual whom he is seeking to place in the Office Manager position. Mr. Haapala stated they all get along.

Ms. Shaughnessy asked why an Office Manager was necessary for two employees. Mr. Haapala stated that it was for the purpose of serving the public; the department needs an individual with authority to handle billing issues raised by customers. The employees are located in the Treasurer's Office, but have been operating without on-site supervision for the past three years.

Mr. Brown asked where the employees were located prior to being in the Treasurer's Office. Mr. Haapala stated they were at the Water & Sewer facility on Haggerty Road when the former Water & Sewer Director was in place. Mr. Brown questioned why the individuals could not be returned to the Water & Sewer facility to be supervised at that location. Mr. Haapala stated there was not adequate space to house three additional employees.

Mr. Kaplan stated that the individuals should remain at Town Hall since most of the customers come to this location. Mr. Haapala added that there is an issue with respect to handling money at the Water & Sewer facility in its isolated location.

Mr. Brown stated that Ms. Shaughnessy raised a good point with respect to having an Office Manager supervise two individuals. Mr. Haapala stated the issue was not related to managing the employees, but rather, having an individual with authority answering to the public.

Mr. Kaplan asked about the number of inquiries made per day at the Water & Sewer Billing Department. Mr. Haapala stated there are at least 60 to 70 phone calls per day at a minimum.

**JOB DESCRIPTION – OFFICE MANAGER (WATER & SEWER DEPARTMENT)**

(Continued)

Mr. Rosenberg asked why an Office Manager would be able to better deal with the customers than the individuals who are already handling those inquiries. Mr. Haapala stated that ultimately, the customers end up at the Water & Sewer facility to speak to a person with authority. Mr. Rosenberg asked what authority would the Office Manager have. Mr. Haapala replied, "Enter a customer in a payment program, extend the payment due date or provide forgiveness on a couple of days for water shut offs."

Mr. Brown asked if that authority could be given to the current employees. Mr. Haapala stated that there are union issues since a contract is in place. Mr. Rosenberg stated he was not convinced and did not feel a compelling argument has been made to work with the Treasurer's Office to provide a level of management supervision or training an individuals well enough in the current positions to allow a customer to enter into a billing payment plan or be creative in terms of resolving an issue. Mr. Kaplan stated that a resident is more responsive when they are able to speak to someone with authority.

Mr. Brown asked who is responsible for setting up payment plans. Mr. Haapala stated the Assistant Water & Sewer Director handled the program. Mr. Kaplan stated that individual is on short-term disability.

Ms. Shaughnessy questioned why it was necessary to increase the pay grade level from 4.5 to 6. She asked if the pay grade level could be increased to 5. Mr. Herbert stated that an Office Coordinator position is at pay grade level 5, which is still in the same union. He suggested that the pay grade be proposed at 5.5 rather than 6.

Mr. Rosenberg questioned why the Township Treasurer could not manage those employees since they are located within that office.

Mr. Brown stated that typically, a customer will make a phone call rather than come into the offices if there is an issue with their bill. The only time they will come in is if their issue could not be addressed over the phone.

Ms. Shaughnessy stated although she understood the need for an individual with some level of authority, she did not feel the position warranted a pay grade level 6.

Mr. Brown questioned whether the current employees could be granted some level of authority. Mr. Herbert stated that could be done; however, he did not feel that was the issue with this particular situation. The issue is the difficulty with respect to supervising employees as well as handling customer complaints or issues from a remote location.

**JOB DESCRIPTION – OFFICE MANAGER (WATER & SEWER DEPARTMENT)**  
(Continued)

Mr. Herbert stated that although he understood the need for authority in that area, he felt the amount of \$10,806 was excessive. Mr. Kaplan reminded the Committee that the Water & Sewer Department had their own budget and the funds would not be coming from the General Fund.

Mr. Haapala stated that the Township Treasurer has already shifted some of the responsibility back to him.

Ms. Shaughnessy asked if the former Township Treasurer provided some level of supervision. Mr. Herbert replied, "At one time." Mr. Haapala stated that it became overwhelming and the responsibility was shifted back to the Water & Sewer Director. Mr. Kaplan stated there was a more expansive staff at that time. Mr. Haapala stated that there were less accounts back then and the accounts have tripled since that time.

Mr. Herbert stated that the positions at pay grade level 4.5 are senior level highly responsible clerks. Therefore, they can take on more responsibility at an annual salary of \$48,000. Mr. Kaplan stated there is a perception that customers have a desire to speak to someone with authority. Mr. Herbert agreed that an individual with authority was necessary in that area; however, he felt the upgrade to level 6 was excessive.

Mr. Haapala stated he was under the assumption that the position had to be at pay grade level 6 because that was the lowest level with supervision and management responsibilities. Mr. Brown was confident that the existing staff members had the capability to resolve the problems that occur in the Billing Department.

**Motion by Mr. Rosenberg and supported to Mr. Brown to recommend approval to the Township Board for the following: (1) investigate whether authority could be provided to the current Billing Analyst for the responsibilities requested by the Water & Sewer Director and (2) meet with the Township Treasurer to determine whether she would be willing to provide supervisory responsibility on a day to day management operation for the employees in order to alleviate the management pressure that the department head is experiencing as well as provide a level of supervision above which the Billing Analysts can have while providing the Billing Analyst with the authority to give the customers the service necessary.**

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

**JOB DESCRIPTION – OFFICE MANAGER (WATER & SEWER DEPARTMENT)**

(Continued)

Mr. Kaplan suggested that Mr. Herbert and Mr. Haapala meet with Ms. Weingarden to discuss item #2.

Mr. Brown stated that his understanding is that three employees are needed in the Billing Department and that rather than upgrading the current Billing Analyst position to an Office Manager position, the Billing Analyst positions will be given some parameters relative to dealing with the public.

Mr. Haapala was willing to give it a try and wanted the Board members to be aware that if a customer shows up at a Board meeting to resolve a billing problem, he is doing the best he can with what the current staffing level.

Mr. Rosenberg stated that he was well aware of the positive work performed by Mr. Haapala and the Water & Sewer Department. He was also aware of the level of frustration.

Mr. Kaplan asked about the cost of the upgrade from the Billing Clerk to Billing Analyst and whether it was included in the previously approved budget. Mr. Herbert stated that it was approximately \$2,800. Mr. Kaplan stated the funds do not come out of the General Fund.

Mr. Rosenberg stated it was his understanding that Mr. Haapala needed the upgrade in six months rather than immediately. Mr. Kaplan stated his understanding was that it needed to be done now.

Mr. Rosenberg asked if the Billing Clerk performed the same duties as the Billing Analyst. Mr. Haapala replied, "No" and indicated that the duties were very simplistic and the position was actually overpaid for the functions performed. Mr. Herbert agreed.

Mr. Kaplan asked that if the Township Board approved the upgrade of the Billing Clerk to pay grade level 4.5, who would fill that position. Mr. Herbert stated that was not known at this time. Mr. Kaplan asked if the individual currently in the Billing Clerk position would fill the upgraded position. Mr. Herbert replied, "No." Mr. Kaplan questioned whether the individual has the skills to perform the duties of the position. Mr. Haapala replied, "No."

Mr. Herbert stated that if the Board anticipated a reduction in the work force after analyzing the budget, the changes should be made at that point in time rather than now.

**JOB DESCRIPTION – OFFICE MANAGER (WATER & SEWER DEPARTMENT)**

(Continued)

Ms. Shaughnessy questioned whether the current employee could perform the duties of the Billing Analyst position. Mr. Haapala stated he would allow the individual an opportunity, but it would probably result in a work improvement program. He added that he did not hire the individual, but rather, it was done by his predecessor.

Mr. Herbert stated that Item #7d of the agenda addresses the issue of the Township hiring unqualified individuals because of the methods used to select individuals and that those individuals were not promotable.

Mr. Kaplan expressed concern with terminating the employment of an individual. Mr. Brown stated that the position should not be upgraded. Ms. Shaughnessy agreed and expressed concern with increasing a salary if the individual was not able to perform the functions of the position. She stated that the position could be eliminated and the individual could bump to another position in the Township. Mr. Kaplan stated that was not true because the individual was in a different union. Mr. Haapala stated the individual was in the same union, but in a different classification. Ms. Shaughnessy expressed concern with continuing to pay an individual for not being able to perform the functions of a position.

Mr. Rosenberg did not have a problem with the elimination of the Billing Clerk position; however, he was not prepared to approve a Billing Analyst position until the next budget cycle. He advised Mr. Haapala to maintain the Billing Clerk position for as long as possible and return to the Board for consideration at a later date.

Mr. Brown agreed and indicated that once the meter conversion program was completed, the Billing Clerk position will no longer be needed. Mr. Haapala stated that was correct; however, there was a need for another Billing Analyst to handle the workload. Mr. Herbert stated there will be other events occurring within the Water & Sewer Department in the fall and he felt the position should be considered then.

**Motion by Mr. Kaplan and supported by Mr. Brown to recommend approval to the Township Board to elevate the Water Billing Clerk from pay grade level 4 to Billing Analyst at pay grade level 4.5.**

**Ayes: Brown, Kaplan, Rosenberg**

**Nays: None**

**Absent: None**

**Motion carried**

**JOB DESCRIPTION – RECORDS CLERK (POLICE DEPARTMENT)**

Mr. Herbert stated a request was submitted to include additional requirements to the job. He agreed with the proposed changes, but did not feel the changes should be criteria to exclude other qualified applicants. He stated the Records Clerk is an entry level position in the Township.

Mr. Kaplan asked for the current pay grade level. Mr. Herbert stated that it was at level 3.5. Ms. Page added that the position was previously at pay grade level 4, but was reduced once the position was vacated.

Ms. Page stated the only change was to add the following language: *“familiarity in the use of LEAN/CLEMIS and NETRMS preferred.”*

**Motion by Mr. Brown and supported by Mr. Kaplan to recommend approval to the Township Board of the proposed change to the Records Clerk position to add the following language: *“familiarity in the use of LEAN/CLEMIS and NETRMS preferred”* and that this item be placed on the Consent Agenda.**

**Ayes: Brown, Kaplan, Rosenberg**

**Nays: None**

**Absent: None**

**Motion carried**

**CLERICAL/DISPATCHER HIRING PROCEDURES AND ORDINANCE**

Mr. Herbert stated that when the new administration took office, there were issues with respect to hiring clerical and dispatcher employees. Currently, there are procedures in place with respect to the hiring of these positions. Questions have been raised regarding whether department heads should make the decisions as to the qualification of applicants.

Mr. Herbert asked that the Committee review the procedures, ordinance and other information he provided. He asked that guidance be provided on how to proceed in this matter.

Ms. Shaughnessy stated that 392 applications were received in response to the three vacant positions. She indicated that some of the applicants were for the Executive Assistant position. Ms. Page stated that was due to Mr. Herbert setting up a general eligibility list for the General Office positions. Ms. Shaughnessy disagreed with that process and expressed concern that she did not participate in the process for hiring an individual in her office.

**CLERICAL/DISPATCHER HIRING PROCEDURES AND ORDINANCE** (Continued)

Ms. Shaughnessy stated that she interviewed six applicants for the Executive Assistant position and there were only two applicants whom she felt were qualified for the position. Mr. Herbert stated although that was true, she did not wait for all the applications to be received.

Ms. Shaughnessy felt there were flaws in the process because one of the applicants who interviewed for the Executive Assistant position did outstanding in the interview; however, she did not make the top five in the eligibility list because she did not do well on the clerical test. Mr. Herbert stated that individual made the top five for a position within the Clerk's Office, but not the Assessing Department.

Ms. Shaughnessy stated the flaw in the system is that it does not allow the department heads some authority to hire the individuals whom they feel will work out in their department.

Mr. Rosenberg asked for the steps involved in the current hiring process. Mr. Herbert provided an explanation of the process. Mr. Kaplan asked how the number of candidates is reduced to those who receive an interview. Mr. Herbert stated all the applicants are reviewed to determine whether they meet the criteria as reflected in the ordinance. Mr. Rosenberg asked if the department heads provide any input for the criteria. Mr. Herbert replied, "No." Mr. Brown asked if the criteria matched the job description. Mr. Herbert replied, "Yes."

Mr. Rosenberg asked if Ms. Shaughnessy was asking that a change be made to allow the department heads to have an opportunity to provide input and have the Human Resources Department use additional specific qualifications that would determine the qualification of the individual for the department. Ms. Shaughnessy replied, "Yes."

Ms. Page stated that Mr. Herbert's intent was to create an entry level general office eligibility list. She stated that there are multiple union groups in the Township and she asked that a change be made to allow other union employees an opportunity to apply for positions within a different union prior to advertising the position outside of the Township. She felt all Township employees should be given an opportunity to apply for other positions.

Mr. Brown stated he did not see a problem in allowing that as long as the individual qualified for the position. Mr. Kaplan agreed.

Mr. Herbert stated the Dispatcher position in the Police Department has not been filled full-time yet; an individual is currently performing the job on a part-time basis.

**CLERICAL/DISPATCHER HIRING PROCEDURES AND ORDINANCE** (Continued)

Mr. Brown asked about the issue regarding the selection of an individual to fill the Records Clerk position in the Police Department. Mr. Herbert stated the individual did not pass the clerical test; however, the individual was given an opportunity to re-test and passed. Mr. Rosenberg asked if other employees in the bargaining unit applied for the position. Mr. Herbert replied, "No."

Mr. Rosenberg asked if there were applicants outside of the Township who were qualified and passed the clerical test. Mr. Herbert replied, "Yes." Mr. Rosenberg questioned why those applicants were not interviewed and indicated that although he understood Ms. Page's position, he was concerned that the established procedure was not followed.

Ms. Page stated she did follow the procedure because the individual went back to her original position after Mr. Herbert put a stop to the hiring of the individual. Mr. Rosenberg asked why she did not hire someone that was qualified. Ms. Page stated that the individual was allowed to re-test. Mr. Rosenberg asked at whose request was the individual allowed to do so. Ms. Page stated that it was at her request.

Mr. Rosenberg expressed concern that there other qualified applicants who were not hired and therefore, the established procedures were not followed. Ms. Page stated that the pool of applicants did not exist at the time the individual was selected for the position. Mr. Herbert stated the pool of applicants did exist. He indicated that a policy exists with respect to the pool of applicants for vacant positions. The purpose of the policy was to allow for a competitive environment.

Mr. Herbert explained that the Police Department did not feel it was necessary to open up the position to other applicants and indicated that if the selected individual passed the clerical test, the job was hers. He stated that the individual was minimally qualified and it was questionable as to whether she was promotable.

Mr. Kaplan asked if he agreed that if someone could be hired in a particular position, serve in that position for three or four years, and during that time enroll in college courses and become promotable. Mr. Herbert replied, "Yes." Mr. Kaplan asked if that was common or uncommon in the Township. Mr. Herbert replied that it was not very common because individuals who are not promotable are typically not very ambitious. Mr. Kaplan asked if there were individuals who excelled and maximized their potential and become promotable. Mr. Herbert replied, "Yes."

Ms. Shaughnessy stated that it is also true that individuals could be hired for a job and while they may not possess the skills that would make them promotable; working in the position would allow them to acquire those skills and become promotable.

**CLERICAL/DISPATCHER HIRING PROCEDURES AND ORDINANCE** (Continued)

Ms. Shaughnessy stated the individuals who are not promotable were hired by department heads of a different caliber. The Township currently has department heads of a higher caliber that are qualified to hire a different group of employees.

Mr. Rosenberg expressed concern with the existing policy and adhering to that policy. He had concerned with having a good public policy in terms of being open, fair, honest, and not displaying the perception of favoritism or discrimination. Therefore, he had concerns with Ms. Page or the Police Chief asking that an individual be allowed to re-test when there were other qualified individuals. In addition, he had concerns with the Human Resources Department granting approval of the re-test since the purpose of the policy was to have open competition.

Mr. Rosenberg expressed concern with respect to the filling of the Police Records position. He asked that the Personnel Committee adhere to the existing policy as well as require the department heads to adhere to the policy. He was willing to consider modifications to the policy.

Mr. Rosenberg wanted to be assured that the Dispatcher position was not filled in a part-time position in order to bypass open competition for positions and that all applicants are being reviewed fairly. Therefore, he felt that Mr. Herbert, Ms. Page and Chief Cronin need to ensure that all applicants get a fair and honest shake and the best candidates are hired to make the departments diverse and representative of the community.

Ms. Page stated there were no problems in the past with respect to hiring applicants in the Police Department and the only reason there are problems now is because of a new Township Board who felt it was necessary to dictate to the departments who and how to hire applicants. Mr. Rosenberg disagreed with her characterization that the problems were due to the new board members and indicated that it was Chief Cronin who raised the issue with the Township Board. Ms. Page stated that she was referring to the former Township Board.

Mr. Brown agreed that the policy and ordinances should be adhered to and was willing to modify it if necessary.

Mr. Kaplan asked if five individuals applied for the Dispatcher position. Mr. Herbert stated there were more, but five individuals were qualified and those were the applications provided to the Committee. Mr. Kaplan asked how many individuals applied for the position. Mr. Herbert replied, "Eight or nine." Mr. Kaplan questioned why so few, especially in the current market. He asked for the pay. Ms. Page replied, "\$14.50 an hour for a part-time position."

**CLERICAL/DISPATCHER HIRING PROCEDURES AND ORDINANCE** (Continued)

Mr. Brown stated he wanted input from the department heads relative to the policy and ordinances. The information should be provided to Mr. Herbert who will present it to the Personnel Committee for review.

Mr. Kaplan asked if other Police Departments were notified of the vacant Dispatcher position. Mr. Herbert stated that an ad was placed in the newspaper. Mr. Kaplan expressed disbelief because the five applications were underwhelming and they were the top five. Mr. Brown suggested that the ad be run again in the newspaper.

**POLICE OFFICER HIRING PROCEDURES AND ORDINANCE**

This item was adjourned to the next meeting.

**CADET HIRING PROGRAM**

This item was adjourned to the next meeting.

**LABOR CONTRACT NEGOTIATIONS: SUMMARY**

This item was adjourned to the next meeting.

**HR DIRECTOR REPLACEMENT PROCESS**

Mr. Herbert stated the ad was going to be placed in the newspaper on 02/01/09. Mr. Rosenberg asked if he was following the process which he outlined. Mr. Herbert replied, "Yes." Mr. Rosenberg asked if the Supervisor reviewed it. Mr. Herbert replied, "Yes." Mr. Brown stated that the item did not need come back to the Committee.

**NEXT MEETING ITEMS**

The next meeting was scheduled for Tuesday, February 3, 2009 at 7:00 p.m.

**WELLNESS PROGRAMS – TEAM (SET FOR NEXT MEETING)**

This item was scheduled for the meeting of 02/03/09.

**STAFFING STANDARDS IN PUBLIC SAFETY**

This item was scheduled for the meeting of 02/03/09.

**AUDIENCE GENERAL COMMENTS/QUESTIONS**

None.

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Proceedings of Personnel Committee Meeting  
Tuesday, January 6, 2009 --- 7:00 p.m.

**ADJOURNMENT**

There being no other business before the Committee, the meeting adjourned at 8:25 p.m.

Respectfully submitted,

*Marya Duncan*

Marya Duncan  
HR Specialist