

PROCEEDINGS OF
PERSONNEL COMMITTEE MEETING
CHARTER TOWNSHIP OF WEST BLOOMFIELD
4550 WALNUT LAKE ROAD
CONFERENCE ROOM 76

MONDAY, FEBRUARY 23, 2009 --- 7:00 P.M.

CALL TO ORDER

The meeting was called to order by Mr. Brown at 7:02 p.m.

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

Members Absent: None

Staff Present: Kent Herbert, Human Resources Director
 Marya Duncan, HR Specialist

APPROVAL OF AGENDA

Mr. Brown added item #6 to the agenda, setting up Meeting times for upcoming meetings.

APPROVAL OF MINUTES

Minutes for the January 6, 2009 and January 28, 2009 approved.

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

UNFINISHED BUSINESS

POLICE-CADET HIRING ORDINANCE OR ADOPT AS POLICY

Mr. Rosenberg had an issue about section 18.25 of the ordinance/policy thought they were going to list all the hiring procedures as listed in the previous sections. Mr. Rosenberg stated that language does not make it clear.

Mr. Brown asked if there were going to be two lists kept, one for the Police Officers and one for the Cadets. Mr. Herbert stated that there was no need for two lists. That if you were on the eligibility list for one you were on the list for the other. Mr. Rosenberg wanted to add the line, "all cadet hiring will follow the procedures as indicated in the previous sections". Mr. Kaplan indicated the line may not be able to be added because Cadets do not receive physiological evaluations as indicated in section 18.24G. Mr. Rosenberg asked at what point a Cadet would receive an evaluation to become a Police Officer. Mr. Herbert stated the Cadet would receive an evaluation when there was an opening for a Police Officer and the Cadet was in the top 8 on the eligibility list. Mr. Brown and Mr. Kaplan thought it should say, "...follows 18.21 to 18.24, minus subsection 18.24G.

Mr. Brown stated that on 18.21-D2, stated that Military service should indicate 3 or more years of military service or 2 or more years of previous police service, that item should be in italics. Also on 18.25-1 new hire, one of the highest 8 should also be in italics.

Mr. Brown stated that in most of the ordinances it says, Human Resources, which are one of the following, Supervisor, an appointee of the Supervisor or the Human Resources Director. Mr. Brown stated that if there isn't a Human Resources Director isn't there, all the sections are invalid. Mr. Kaplan and Mr. Rosenberg wanted to keep it as is. If and when it needs to be changed, they will change it at that time.

Mr. Kaplan would prefer it as a policy while, Mr. Rosenberg would prefer it as an ordinance. Mr. Brown stated the only difference between an ordinance and a policy is that if an error was made and someone wanted to, they would go to the Police Department and file a complaint. Mr. Brown also stated it was easier to amend and they would still have control over the Policy. Mr. Rosenberg stated that they should remain an ordinance and thought that changing them to policies simply to decriminalize it was not a good enough reason. He felt the public would rather have them as a published ordinance. Mr. Herbert will prepare it as both an ordinance and a policy for the Townships Board review and approval at the March 2, 2009 meeting.

SETTING UP COMING MEETING TIMES

Mr. Rosenberg stated that he could meet any day during the week, from about 12:15 to about 1:30. Mr. Brown asked if would be possible for Mr. Rosenberg to

schedule an extra hour for a meeting. Mr. Rosenberg stated that would not be possible with his business. Mr. Herbert stated that it might be a good idea if there were a mid afternoon meeting, that they limit the number of agenda items and set a time limit for the meeting in advance.

NEW BUSINESS

ATTORNEY LETTER CONCERNING ROLE OF PERSONNEL COMMITTEE

According to the letter the Committee received, the duties of the Committee are: Items referred by a Township Officer, the Township Board, and items that will be referred back to the Township Board are: hiring policies, manual policy changes/updates, grievance appeals when provided for in the Union contract, job descriptions and classification pay rate changes other than collective bargaining. Mr. Brown stated that was basically the role of the Personnel Committee and he wanted to make sure it was clarified for the Committee.

Mr. Kaplan stated that if only one Township Board member wants an item reviewed and the rest of the Board does not, then the item should not be reviewed.

Respectfully submitted,

Marya Duncan

Marya Duncan
HR Specialist