

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

Tuesday, April 14, 2009 --- 12:30 P.M.

CALL TO ORDER

The meeting was called to order by Mr. Brown at 12:30 p.m.

Members Present: Trustee Larry Brown
 Trustee Steve Kaplan (12:40)
 Trustee Howard Rosenberg

Members Absent: None

Staff Present: Kent Herbert, Human Resources Director
 Marya Duncan, HR Specialist
 Catherine Shaughnessy, Township Clerk
 Marilyn Henry, Election Specialist

APPROVAL OF AGENDA

Agenda approved as presented.

APPROVAL OF MINUTES

Motion by Mr. Rosenberg and supported by Mr. Brown to approve the minutes of 02/23/2009 as submitted.

Ayes: Brown and Rosenberg

Nays: None

Absent: Kaplan

Motion Carried

UNFINISHED BUSINESS

General Employee Hiring Policy-Unchanged from Ordinance

Mr. Rosenberg asked for clarification on why they were revisiting the hiring policy/ordinance when it had already been approved at the Township Board level. Mr. Herbert stated it was sent back to the Personnel Committee by a Motion of the Township Board for further clarification. Mr. Herbert stated in the packet presented to the Personnel Committee was the original ordinance and the previously updated ordinance/policy.

Mrs. Shaughnessy stated that while going through the policy, she thought the policy was missing input from the people that actually use the hiring policy. She stated that with the current ordinance, it takes a lot of time to be able to hire a person to fill a position. Mrs. Shaughnessy stated there is not enough input in the process of hiring from the Department Heads. Mr. Herbert added that there is a list of criteria that each Department Head can evaluate for each job description as to what they feel is important.

Motion by Mr. Kaplan and supported by Mr. Rosenberg to table the hiring policy until the next Personnel Committee meeting; allowing Mrs. Shaughnessy time to go over the policy that was presented previously.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

NEW BUSINESS

Add Sergeant to Alternate Interviewer in Dispatcher Policy

Motion by Mr. Kaplan and supported by Mr. Rosenberg to change the Dispatcher interview panel to the Deputy Chief, Human Resources Director and the Sergeant in charge of Dispatch.

Ayes: Brown, Kaplan, Rosenberg

Nays: None

Absent: None

Motion carried

Review Water Clerk Job Description

Mr. Brown asked why it was not possible to fill the position with an outside contract person. Mr. Herbert stated that the position was created at a Board meeting. Mr. Herbert also stated that the position was posted in house for all active members of the Union. Mr. Kaplan stated that a con to have the position as a Contract position would have been that no current employee would have put in for the position. Mr. Herbert stated this position was filled to be a permanent full time position.

Mr. Kaplan asked why the Township isn't requiring at least an Associates Degree for positions. Mr. Herbert stated now that the market has changed, that most applicants possess at the very least an Associates degree. Mrs. Henry commented from a Union position that requiring at least an Associates degree for current employee's, given the cuts that may happen for tuition reimbursement, would eliminate some employee's from posting for different positions. She felt years of experience for current employees should count the same as an education.

Mr. Rosenberg felt that all new employees should have at least a two year degree if not a four year degree. Mr. Herbert felt that the time to do that would be when each department head is filling in the criteria for each position. Mrs. Shaughnessy felt that significant years of experience should be given to candidates for positions who do not necessarily have the degree in their field. Mr. Herbert stated that the job descriptions say 'preferred' not 'required'.

Motion by Mr. Kaplan and supported by Mr. Rosenberg to accept the Water Clerk job description with few a few stylistic changes.

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

Respectfully submitted,

Marya Duncan

Marya Duncan
HR Specialist