

**PROCEEDINGS OF PERSONNEL COMMITTEE
EMPLOYEE LOUNGE
WEST BLOOMFIELD TOWN HALL
4550 WALNUT LAKE ROAD
THURSDAY, JULY 7, 2009 – 6:45 P.M.**

CALL TO ORDER

Trustee Larry Brown called the meeting to order at 6:48 p.m.

ROLL CALL

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

Members absent: None

Staff Present: Denise Maier, Human Resources Director

General Public: JoAnn Kochanowski, 4940 Lockhart
Teresa Hebert, IT Department
Patty Hicks, Clerk's Office
Phil Gentile, Building Department
Marcel Cloutier

APPROVAL OF AGENDA

Motion by Mr. Rosenberg and supported by Mr. Brown to approve the agenda as submitted.

Ayes: Rosenberg, Brown, Kaplan

Nays: None

Absent: None

Motion carried

APPROVAL OF MINUTES

Motion by Mr. Kaplan and supported by Mr. Rosenberg to approve the minutes of 6/25/2009 as presented.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

REVIEW OF PROPOSED JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT DIRECTOR

Mr. Brown asked that the following language be added at the end of the General Summary: *“Work is evaluated through review of reports, activity summaries and assessment of Township operations, effectiveness and efficiency.”*

Mr. Rosenberg asked that the following language be removed from Item 11: *“negotiates and resolves.”* Mr. Brown indicated that he would have the ability to negotiate, but not resolve, since that would be up to the Township Board.

Mr. Brown also asked that Item 9 under Essential Functions be deleted since a lot of that information is included in Item 11. Mr. Brown asked that Item 11 read as follows: *“Serves as a resource for the public, including the development community, property owners, business, community organizations, and the general public. Informs the Township Supervisor or Township Board when significant and controversial issues arise. Responds to and resolves difficult and sensitive citizen inquiries and complaints.”*

Mr. Rosenberg wanted to include language which indicated that the position runs until December 31, 2010. The position would be re-evaluated at that time.

Mr. Rosenberg asked how Mr. Gentile would be hired without posting the new position. Mr. Kaplan suggested that Mr. Gentile could be the *Interim* Economic Development Director and simply not fill the position.

Mr. Kaplan asked how he felt about being the Interim Director with the understanding that the position could be eliminated December 31, 2010. Mr. Gentile stated he did not have a problem with that.

REVIEW OF PROPOSED JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT DIRECTOR (Continued)

Mr. Brown stated the position would be reviewed on a yearly basis. He added that he did not see how the Township could be redeveloped in 15 months. Mr. Brown stated that plan needed to be established so that a year from now, they would know whether the position was working.

Mr. Gentile stated that the job description for the Economic Development Director position is a new job that no employee has held. The duties listed in the Building Director job description have all been included in the new Community Development Director job description.

Mr. Kaplan asked if any township policy would prevent an interim director from serving for an extended period of time. Ms. Maier did not believe there was any language in the policy with respect to interim directors.

Motion by Mr. Kaplan supported by Mr. Brown that the position be labeled Interim Economic Development Director with Mr. Gentile filling that position through December 31, 2010.

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

Mr. Brown suggested adding the following language to Item 11: "*The Director must have substantial customer service skills.*" Mr. Brown also suggested adding the following language: "*To inform the Township Supervisor or Township Board of any significant or controversial issues.*"

Motion by Mr. Kaplan and supported by Mr. Rosenberg that the minor changes suggested by the three Trustees as recorded by Ms. Maier be recommended to the Board.

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

REVIEW OF PROPOSED JOB DESCRIPTION FOR SENIOR PLANNER

Mr. Brown asked Mr. Gentile if there were any certifications that a Planner had to have to appear in court in front of a judge. Mr. Gentile stated they had to have an AICP accreditation and a Masters degree in Urban Planning or the equivalent.

Mr. Rosenberg stated the minimum qualification for the Senior Planner would be a Masters Degree and an AICP accreditation. Mr. Kaplan stated that if the township is not able to attract Master degree candidates, the job description can be amended to include a Bachelors degree.

Ms. Hebert expressed concern that there has been no discussion as to what Union unit the position would be placed in. She also expressed concern that higher qualifications are being required for a junior planner.

Ms. Hebert stated in a study was conducted in 2003 by the previous board and the Equity Committee decided the levels for each position. She expressed concern that a position would be paid more in another community and there would be requests to bring the position in line with surrounding communities. Mr. Brown advised that the position was a Senior Planner and felt the qualifications and pay level were accurate.

Mr. Rosenberg stated that the Union may decided to put the Senior Planner in the Supervisors Union because that individual would be dealing with the Board as a liaison. The Senior Planner may be asked to sit in and report to the Township Board on issues. Mr. Rosenberg felt that was a type of supervisory operation, even if the employee does not directly report to the Township Board. Mr. Brown agreed.

Mr. Gentile felt that the position should report directly to the Economic Development Director and also assist the Community Development Director with community issues.

Mr. Rosenberg stated that the issue with him reporting to the Economic Development Director is that particular position may end in December 2010. In addition, that reporting structure was not recommended on the Supervisor's Organizational Chart. Mr. Gentile felt that the Community Development Director would have a lot to handle, considering he would be handling the Building and Code Departments as well as serving in the capacity of the Zoning Administrator. Hence, the reason he felt the Senior Planner could report to the Economic Development Director.

Mr. Kaplan felt the job description should indicate, "...reports directly to the Supervisor or any department head she designates." Mr. Rosenberg stated he did not want the Senior Planner reporting to the Economic Development Director since both positions were new. Mr. Brown agreed that the Supervisor should decide who the Senior Planner should report to.

REVIEW OF PROPOSED JOB DESCRIPTION FOR SENIOR PLANNER (Continued)

Mr. Brown asked that “*Researches community development strategy....*” be changed to “*Evaluates the feasibility of fee structure....*” Mr. Kaplan and Mr. Brown suggested that the language “*various grants*” under Oversees section be removed.

Mr. Rosenberg asked that the categories of *Prepares and Supervises* under the Executive/Supervises section be removed, since there will no longer be a department. He asked that the following language “*Two or more years of experience in supervision preferred*” be removed under Qualifications section.

Motion by Mr. Kaplan and supported by Mr. Rosenberg to recommend to the Township Board approval of the Senior Planner job description as revised.

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

REVIEW OF PROPOSED JOB DESCRIPTION FOR PURCHASING ANALYST/COORDINATOR

Mr. Brown stated the reason for this agenda item being in front of the Committee was that in the future, this position would be filled, once the current position was vacated.

Mr. Rosenberg felt the motion made by the Township Board was to consider the reorganization that the Supervisor presented. To that extent, it included the positions of Purchasing Analyst/Coordinator and Engineering Coordinator. Subsequently, the Supervisor withdrew her request to have those job descriptions considered. Therefore, it was not necessary for the Committee to review the job descriptions and could simply accept them as being presented.

Motion by Mr. Rosenberg and supported by Mr. Kaplan that the Purchasing Analyst/Coordinator and Engineering Coordinator job descriptions be received by the Personnel Committee without action sent to the Human Resources Director for filing with possible future action.

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

REVIEW OF PROPOSED JOB DESCRIPTION FOR ENGINEERING COORDINATOR

Discussion for this item was held in conjunction with the review of the Purchasing Analyst/Coordinator job description.

REVIEW OF PROPOSED JOB DESCRIPTION FOR COMMUNITY DEVELOPMENT DIRECTOR

Mr. Kaplan asked if Mr. Walsh had a Bachelors Degree. Mr. Gentile stated he did not. Mr. Rosenberg stated that in an earlier conversation with Marilyn Henry, she had raised the issue that if a Bachelors degree was preferred, it may preclude current Township employees from gaining a higher position, when they have more than enough experience. Mr. Kaplan suggested that the qualifications indicate, "*Bachelors degree preferred*".

Mr. Kaplan asked that the following language "*and Senior Planner*" be deleted under the General Summary section. In the Essential Function section, under Reviews, Mr. Kaplan suggested removing a "," while adding "and" after approvals. He suggested that the following language, "*high school graduation or equivalent with college/technical school courses in construction technology, and general computer skills*" be removed under the Qualifications section.

Ms. Kochanowski stated that they needed to specify if it was a Union position or not. Mr. Brown stated that Mr. Walsh was already aware that it was a Department Head level position and was not part of the Union. Mr. Brown stated that they are positions which are hired and fired by the Township Board.

Mr. Rosenberg stated that the Senior Planner position is not part of a Board position. Mr. Rosenberg stated the Senior Planner position is a Union position that reported to the Board but was not hired or fired by the Board. The individual in the position will be responsible for the Planning Commission meetings. Mr. Rosenberg wanted to make it clear that Mr. Plachcinski would not be receiving any preferential treatment being the current Planning Director. He added that Mr. Plachcinski would have to apply for the position as any other applicant.

Motion by Mr. Kaplan and supported by Mr. Rosenberg to recommend to the Township Board approval of the Community Development Director position with minor changes.

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

AUDIENCE GENERAL COMMENTS/QUESTIONS

None

ADJOURNMENT

There being no further business, the meeting adjourned at 8:05 PM

Respectfully submitted,

Marya Duncan

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 and/or approved minutes. Please contact the Human Resources Department for information.