

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

TUESDAY, JUNE 23, 2008 --- 3:30 P.M.

CALL TO ORDER

The meeting was called to order by Trustee Spector at 3:35 p.m.

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

Members Absent: None

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

In Attendance: Chief Poppelreiter, Fire Department
 Cpt. Jay Wiseman, Fire Department
 Cpt. Mike Flynn, Fire Department
 Dora Montgomery, Fire Department
 Mary Kay Hare, Fire Department
 Marilyn Henry, Clerk's Office
 Lisa Hobart, Township Assessor
 Marshall Labadie, Development Services Director
 Millie Gray, Development Services Department

APPROVAL OF AGENDA

Motion by Ms. Macon and supported by Mr. Spector to approve the agenda as presented.

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

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APPROVAL OF MINUTES

Motion by Ms. Macon and supported by Mr. Spector to approve the minutes of 03/24/08 as presented.

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

SET NEXT MEETING DATE

The next meeting was scheduled for 9/15/08.

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Mr. Herbert suggested that the New Business items be addressed first since individuals were present for those items.

Motion by Mr. Sher and supported by Ms. Macon to move the items under New Business before Unfinished Business.

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

NEW BUSINESS

FIRE DEPARTMENT REQUEST JOB DESCRIPTIONS

Fire Records Clerk:

Mr. Herbert read the letter submitted by Chief Poppelreiter indicating that two staff positions have expanded significantly from the original job descriptions and included a request to upgrade the job descriptions as well as explore pay grade reclassifications.

Chief Poppelreiter provided an explanation as to how the Fire Records Clerk position has changed and that the responsibilities were once handled by Suppression personnel being paid overtime. He stated the current pay grade is 3.5 and there are no other positions in the Township at that pay grade level. When making comparisons with other positions as it relates to job duties, the position would be more appropriate at level

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4.5. Therefore, he was asking for consideration with respect to adjusting the job description as well as the pay grade level.

Mr. Sher asked if he had an opportunity to review this issue. Mr. Herbert replied, "No" and indicated that he had not seen the proposal until now. Mr. Sher asked if he had a recommendation. Mr. Herbert replied, "No." Mr. Sher asked how the issue was placed on the agenda. Mr. Herbert stated that a letter was submitted by Chief Poppelreiter.

Mr. Sher asked how long the individual has been employed with the Township. Chief Poppelreiter replied that the individual initially worked in the Building Department and transferred to the Fire Department in 2003 when a position became available. Mr. Sher asked about the number of clerical staff in the department. Chief Poppelreiter replied, "Three, including the Administrative Assistant."

Mr. Sher stated although he understood Chief Poppelreiter wanted to move the issue forward he wanted Mr. Herbert to have an opportunity to review the request in advance.

Ms. Macon stated that Chief Poppelreiter has done exactly what the Committee asked him to do with respect to the job descriptions in accomplishing more and saving money at the same time. She also wanted a recommendation from Mr. Herbert. She stated that upon reviewing the information, it did represent a significant shift. She added that when reviewing positions, she always preferred to look at the position as opposed to evaluating a specific individual in the position.

Ms. Macon stated there was an option to offer a contingent decision based upon the subsequent review of the Personnel Director. She imagined that the reclassification requests were for the next fiscal year.

Mr. Spector asked that if the individual currently in the Fire Records Clerk position had remained in the Building Department, would she have been upgraded. Chief Poppelreiter stated that she was making more at the time of the transfer and probably would have received an upgrade if she had stayed in the Building Department. Mr. Herbert stated that if she stayed, she would have been upgraded to pay grade level 4. Mr. Spector indicated that Chief Poppelreiter was requesting pay grade level 4.5.

Mr. Spector asked about the range of pay between pay grade 3.5 and 4.5. Mr. Herbert stated it was approximately \$3,000 to \$5,000 per year. Mr. Spector asked that if the Committee were to recommend level 4, would that be an injustice. He added that he was attempting to save the taxpayers money, but at the same time ensuring optimum services. Chief Poppelreiter stated he attempted to compare the position to other comparable job descriptions throughout the Township. Based on that information, he felt the position fell under level 4.5.

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Mr. Spector asked if the increased duties were the result of the increase in firefighters. Chief Poppelreiter replied, "No" and indicated that it was due to the changes that were done in the department. He stated there has been an increase in responsibilities over the last few years.

Mr. Spector asked if the overtime has been reduced as a result of this individual performing all the tasks. Chief Poppelreiter replied, "Yes" and indicated that the duties performed by the individual were previously completed by firefighters on overtime.

Mr. Sher asked if this was a union position. Mr. Herbert replied, "Yes." Mr. Sher asked how this request affected the overall Township and whether there would be an onslaught of individuals making the same request. Mr. Herbert stated that was always a possibility.

Mr. Herbert stated the individual was hired in 2003 and transferred to the Fire Department in 2006 from a high-stressed job. Although responsibilities have been added to the job, he did not feel the responsibilities were any more difficult than if she were in the Building Department, now known as the Development Services Department. However, the staff in that department received a half step increase. Therefore, it made sense to increase this particular position a half step.

Mr. Herbert cautioned the Committee that there may be other union members who may indicate that the individual transferred from the Building Department for another position and express concern that she would be making more than they were. He stated that any upgrades will have to be voted on by the union membership. He added that was pretty controversial when upgrades occurred in the Assessing Department.

Ms. Henry stated the only reason the union voted on the upgrades in the Assessing Department was because they were related to pay grade change as a result of comparisons outside of the Township. However, there was no change in duties.

Mr. Spector stated it was indicated earlier that the individual would have been entitled to a half step increase if she remained with the Building Department. Ms. Henry stated although that was true, the Committee was reviewing the position based on job duties.

Mr. Spector asked if level 4 would be appropriate. Mr. Herbert replied, "Yes."

Mr. Sher asked who performed the responsibilities in the past. Chief Poppelreiter stated it was split between the firefighters and the Executive Assistant. Mr. Sher asked if the firefighters were receiving overtime to perform the work. Chief Poppelreiter replied, "In some cases."

Mr. Sher stated that although he has to rely on information from Chief Poppelreiter with respect to the actual duties performed by his staff, he also wanted a recommendation from Mr. Herbert as to whether the change is appropriate.

Ms. Montgomery commented that two staff members provide all the clerical support to 100 employees in the department.

Chief Poppelreiter stated the workload for the Fire Records Clerk has increased significantly as a result of the number of employees within the department. Mr. Sher commented that although more work was being performed, he questioned whether the work was necessary. Chief Poppelreiter replied, "Absolutely."

Cpt. Wiseman stated that federal mandates have significantly affected the operations of the department. The issues related to Fire Fighter Right to Know, personal protective equipment, and required documents have increased tremendously. As a result, it is difficult for the department to achieve the end result with the firefighters performing those tasks.

Account Clerk – EMS Billing:

Chief Poppelreiter stated this position is currently at level 4.5 and he was asking that it be upgraded to level 5.5. He stated the duties have increased tremendously since 2006, which includes a review of all the EMS run reports prior to submittal to the billing agent. The individual currently in the position performed the duties very well.

Ms. Henry stated it appeared some of the duties included in the job description are similar to those performed by the Accounts Receivable and Accounts Payable Clerks. She commented that most of those positions are currently at pay grade level 6.

Mr. Spector stated although he appreciated the comments regarding the current staff member, his consideration as to whether an upgrade was necessary would be based on the duties of the position and not the individual currently performing the duties.

Mr. Spector asked about the current level and proposed level. Chief Poppelreiter stated he originally proposed an upgrade to level 5.5; however, it was indicated earlier that the positions in the Finance Department currently perform the same type of work at level 6.

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Mr. Sher questioned whether the Fire Department was the appropriate location for handling the billings. Chief Poppelreiter stated the terminology involved in the billing process has been significant enough that the current staff member enrolled in a course to become sufficiently educated on medical terminology. Therefore, performing the billing task efficiently would require additional education.

Mr. Herbert stated that although the billing task could be assigned to the Finance Department; the individual currently performing the duties is in close proximity to where the billing process is being conducted and has access to all the necessary personnel. In addition, the scope of work within the Fire Department has increased and the current staff member could provide additional clerical support in the absence of the other clerical staff.

Motion by Ms. Macon and supported by Mr. Sher to accept the recommendations of the Fire Chief to accept the new job descriptions of Fire Records Clerk and Account Clerk – EMS Billing with the increases requested in pay grade and request a confirmation from the Personnel Director.

Ayes: Macon, Sher, Spector

Nays: None

Absent: None

Motion carried

Mr. Spector asked if a recommendation would be submitted to the full Township Board. Mr. Herbert replied, "Yes" and indicated that the item would be submitted for the last meeting in July.

Ms. Macon asked if the Personnel Director was affirming the motion as stated or recommending a change to the Township Board. She stated her opinion is to fully accept the recommendation of the Fire Chief and the Personnel Director will offer his review. Therefore, a follow-up option is still available, should the Fire Chief, a member of the Board or any other staff member feel that is necessary at the time the recommendation is brought forward.

Mr. Spector asked if she wanted to add that language to the motion. Ms. Macon stated she was simply indicating that was the typical process.

ALTERNATIVE WORK SCHEDULES

Mr. Herbert stated there has been some publicity in the County and elsewhere regarding four day work weeks or some alternative schedule based primarily on the idea that it is costly for individuals to commute. The purpose of the alternative work week is to reduce the number of trips. It might be possible to reduce the number of hours in

which the building is open, but that is not necessarily the spirit in which this was considered.

Mr. Herbert stated a proposal was developed by two individuals who surveyed their staff members in the two largest departments within Town Hall and favorable results were received. He expressed concern as to how the schedule would work and there are some details that would need to be worked out.

Mr. Herbert stated a presentation was made to the Township Board on 06/16/08 and the minutes were included in the committee packets. He stated there was a mixed response by the Board members with respect to the alternative work week proposal. The Board indicated they wanted a recommendation from the Personnel Committee after the concerns and details were addressed.

Mr. Spector stated there was a misnomer relative to this issue because some individuals viewed this proposal as a cost savings to the Township. However, the County's proposal indicated that there would be a saving on energy consumption by the employees by having them work only four days a week. It would help the economy as well as reduce the dependency on oil since it would result in a 20% savings on fuel. Therefore, it had nothing to do with cost savings the County. Mr. Herbert stated that was how the proposal to the Board was approached as well.

Ms. Hobart stated that in the presentation to the Township Board, she never indicated or suggested that there would be a cost savings to the Township whatsoever. She believed that the proposal provided a mechanism to perhaps save the environment with less travel and it was favorable to the employees with respect to their own costs. In addition, she viewed it as an opportunity to expand service hours to the residents.

Ms. Hobart stated that as a result of comments made at last Monday's meeting, several of the Assessing Department employees have become disinterested in a four day work week and therefore, she was not the appropriate person to be the advocate of the proposal.

Mr. Sher questioned the disinterest of employees. Ms. Hobart stated they were very discouraged after the board meeting because of the comments made relative to the fact that since they were able to go with an alternative work week, the department had too much staff. Therefore, the employees indicated that if their desire to work an alternative work week was going to have a negative impression, they thought it was best to not have suggested it initially. She added that the proposal was based on volunteerism and she was not able to commit to that at this time.

Mr. Sher asked why this issue was before the Committee. Mr. Spector stated the Board was not able to make a decision at the time the proposal was presented and therefore, it was remanded to the Committee.

Mr. Herbert stated at the Board meeting, Mrs. Law indicated there were a lot of questions that needed to be answered before she could make a decision and a suggestion was made to have the issue discussed with the Personnel Committee. He stated that if the Committee felt the proposal was unacceptable, then they have the option to deny it. However, if the Committee was amenable to a trial period, he suggested that it be done through September.

Mr. Herbert stated there was an attempt to make this a voluntary effort to each individual department head as well as to each employee. Therefore, the departments have the option to determine whether a schedule could be worked out with their staff to achieve the necessary hours to implement the program.

Mr. Herbert stated that as part of the proposal, Town Hall should be open from 7:30 a.m. to 5:00 p.m. each day, which adds one hour to the work day. The departments that do not participate in the program would need to have flex hours to cover the half hour at the beginning and at the end. He added that would be the biggest sacrifice of those department heads and employees who choose not to participate in the program.

Ms. Gray stated that as indicated earlier, the focus was not to save the Township any money; the only way there would be a cost savings is if the Township were to close the building for an entire day. However, it was her understanding that was not an option at all. Therefore, the focus was on looking at extended hours of operation to provide extended service to the public as well as the residents.

Mr. Sher questioned the extended service. Ms. Gray indicated that currently the staff worked from 8:00 a.m. to 4:30 p.m. and the proposal would involve the staff coming in from 7:00 a.m. to 5:30 p.m. However, the hours would be posted as 7:30 a.m. to 5:00 p.m. The staff would be in the building half an hour before and after the posted hours simply because an employee who works 37.5 hours would be required to work 9.5 hours in order to receive their typical pay as well as to provide for the one hour lunch.

Ms. Gray indicated the program would be voluntary. The proposal includes the implementation of a pilot program that would begin on 07/14/08 and run through 09/30/08. A poll conducted within the Development Services indicated that 17 out of the 24 eligible full-time employees were interested in the alternative work week.

Ms. Gray enumerated the weeks in which the program would not be implemented since those weeks included holidays. For those weeks, the employees would be working 7.5 hour days and flex time would be implemented to ensure staff availability during the 7:30 a.m. to 5:00 p.m. hours of operation.

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Ms. Gray provided a schedule to the Committee reflecting how the alternative work week would be accomplished within the Development Services Department. The schedule consisted of two groups of staff members rotated on a weekly basis having either a Monday or Friday off. She stated that for the first week of July in which there is a floating holiday, all staff members would be present and the hours would be staggered in order to maintain the 7:30 a.m. to 5:00 p.m. hours of operation.

Mr. Spector asked how this would affect the Fire Department. Ms. Gray indicated that it would not apply to the Fire Department since they have 24-hour work shifts. Therefore, she felt it would only apply to the general office employees who worked 37.5 hours or 40 hours.

Mr. Spector stated there was an issue with the Treasurer's Office since it was indicated at the Board meeting that she did not have sufficient staff to go with an alternative work week. Ms. Gray stated that since it would be a voluntary program, those departments who did not participate could maintain the 8:00 a.m. to 4:30 p.m. hours of operation.

Ms. Gray stated the Development Services Department has sufficient staff to go with an alternative work week because they recently combined four departments. In addition, the majority of the staff is willing to work alternative hours.

Ms. Gray stated that she viewed this proposal as a potential revenue generator simply because with the current Township hours of operation, a lot of contractors are not able to come in and obtain permits. Contractors typically want to be on a job early in the morning and having the building open by 7:00 a.m. will allow these individuals to accomplish that. In addition, being open later allows contractors and other individuals to conduct township business. Therefore, by being accessible to the public, more individuals will come in to obtain permits and pay the necessary fees versus individuals performing the work without a permit. In addition, some individuals have expressed concern to the Development Services Department staff that it is difficult for them to come in during the current hours.

Ms. Gray stated that with respect to cost savings, there is a potential to reduce the amount of overtime. Rather than having employees work 7.5 hours, they will be working 9.5 or 10 hours. Therefore, those individuals who are currently working two to three hours past 4:30 p.m. would not be receiving overtime since they would be working a longer day during a four day week. In those instances in which employees might be required to work on the fifth day, overtime would be paid, but it would not be as much as compared to what was paid over a period of five days.

Ms. Gray stated earlier Ms. Hobart indicated that her employees were no longer interested in participating in the program; however, one of the Development Services

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Department staff members circulated a petition to determine whether there was any interest by employees and the list included some members of the Assessing Department. Most of the signatures were obtained as recent as last week. Therefore, it appears there is still some interest from that department.

Ms. Gray stated that the interested employees simply want an opportunity to implement a pilot program to determine whether an alternative work schedule would be successful.

Ms. Gray stated that although there have been concerns with respect to wanting all the departments to participate in the alternative work week, the Clerk's Office currently has extended hours on Wednesdays while other departments are closed. Therefore, the Development Services Department could implement something similar, one or two days of extended hours, if four days appeared to be too much.

Ms. Macon stated that she was in favor of any idea that would allow some staff who selected to improve their work conditions to provide any level of employee satisfaction and at the same time be of benefit to potential customers.

Ms. Macon understood this proposal included a pilot program. She did not view this proposal as one that must include cash savings; rather, she viewed this as creating a positive work environment for employees which will result in greater opportunity to service the public. She added that there are not enough individuals who appreciate all the extra efforts of staff.

Ms. Henry stated the Clerk's Office is open on Wednesdays until 7:00 p.m. and individuals inquire about the other departments and express disappointment that those departments are not open as well.

Ms. Henry stated the County has a Frequently Asked Questions document which is available to their employees. She suggested the same be done for the Township employees. The only concern of the union is that the program will be optional and the public is made aware of the hours of operation.

Ms. Henry stated that initially there was information provided that employees would sign an agreement for a specific period. She indicated that employees should be entitled to opt out of the program at least once. For example, an employee who signs up and finds out later that the schedule did not fit within their childcare schedule, should be allowed to opt out of the program without any penalty.

Mr. Herbert stated that employees would be required to submit two weeks notice to start and stop participation in the program. Ms. Gray stated that participation would be on a quarterly basis and in order to participate, they would have to complete a form.

Ms. Henry stated the union was more concerned with individual agreements and the hours not working out for an employee during the stated time frame. Ms. Gray stated those instances would be handled within the individual departments. Mr. Herbert stated it would be sufficient for an employee to provide two or three weeks notice to terminate from the program.

Ms. Henry stated that three months is a long commitment. Ms. Gray stated the reason for the quarterly basis proposal is because the thought was that it might be difficult for some department heads to maintain a schedule on a weekly basis.

Mr. Sher asked about the genesis of the proposal. Ms. Gray stated that Oakland County recently approved a four day work week and the State is now encouraging alternative work weeks.

Mr. Spector stated that Brooks Patterson's reason was to save 20% of gas consumption. Ms. Macon stated that might have been the impetus, but the Township could implement a program for their own reasons. Ms. Gray stated the focus was on providing extended customer simply because of what she has experienced since being employed in the Development Services Department.

Mr. Sher asked about recommendations from the full-time elected officials as well as the Personnel Director. He felt the Supervisor, Clerk, and Treasurer should be the ones leading the charge of this issue.

Mr. Sher understood that the proposal was well meaning and with good reason, but questioned why the proposal was being submitted by an individual employee rather than the elected officials. Ms. Gray indicated that no one else took the initiative, hence, the reason she is before the Committee.

Mr. Sher asked why she did not bring the proposal to the Township Supervisor. Ms. Gray indicated that she and Ms. Hobart initially brought the proposal before the Supervisor at a department head meeting and Mr. Flaisher suggested that the proposal be submitted to the Township Board for consideration. At the 06/16/08 meeting, The Township Board remanded the matter to the Personnel Committee.

Ms. Macon saw an innovative opportunity to improve work conditions for employees and felt that happier employees produce better results for the community. In addition, there is a specific reference to addressing customer service. It does not appear there will be additional costs to the Township, but rather, better conditions. Therefore, she was in support of the proposal in spite of previous comments.

Chief Poppelreiter stated that a few years ago, he instituted a four day work week in the Fire Department for those employees who were initially on a 24-hour shift. Employees were reluctant to change from a 24-hour shift to an 8-hour shift because it

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was a culture shock. In order to promote interest in those jobs, he suggested a four day work week on a rotational basis and it was well accepted by the employees. Therefore, the implementation and success of an alternative work schedule is possible. He added that during the weeks of holidays, the department reverted back to a straight 8-hour day for five days.

Mr. Spector felt the function of the Trustees is legislative and the Elected Officers are the administrators. He felt that this was an administrative issue. Although he supported saving 20% on energy, he wanted this issue to be placed with the appropriate group, which is the Elected Officers.

Mr. Herbert stated a simple solution would be to have the Elected Officers make a decision with respect to their individual departments. Mr. Spector agreed. Ms. Macon stated the committees allow the Trustees an opportunity to develop a deeper knowledge and experience with the information.

Mr. Spector agreed; however, he did not feel the Trustees should make a determination as to which departments implement an alternative work week. Ms. Macon stated the Committee would not be making that determination; rather, it would be a recommendation from the Committee to go before the full Township Board to adopt a pilot program only in those departments that wish to work an alternative schedule.

Mr. Spector expressed concern with some departments agreeing to an alternative work week and some not. He gave an example of an individual coming in to obtain a permit at the Development Services Department, but the Treasurer's Office not being open to collect the money.

Mr. Herbert stated that all departments would have to participate in the 7:30 a.m. to 5:00 p.m. hours of operation and that could be accomplished through flex hours. It would require half hour in the morning and half hour in the evening. He added that was not asking too much for the service benefits and the benefits for those employees who wish to participate.

Mr. Spector stated the Treasurer has already indicated that she does not have sufficient staff. Mr. Herbert stated that is the case for an alternative work week of four days. The flex hours would only require an individual to come in half an hour early and stay half an hour later.

Mr. Sher asked if there was consideration with respect to having one day of extended hours, similar to what the Clerk's Office is currently doing. Mr. Herbert stated there is a possibility of having extended hours on Monday and Wednesday.

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Mr. Sher stated he did not have enough information to make a recommendation to the Township Board. He wanted information from all the department heads as to the downsides of the program.

Mr. Herbert referred to the information which explained all the issues related to the program. He stated there are other ways to implement an alternative work week and achieve the necessary hours. However, the four day work week is what has been proposed by the employees.

Mr. Gray stated the proposal also included an option in which employees could work 8 hour days for five days with one day off every three weeks.

Mr. Herbert stated extending the work day half an hour early and later would allow for the implementation of an alternative work week schedule.

Mr. Sher asked what other communities were implementing this type of schedule. Ms. Gray stated the City of Wixom was considering an alternative work week for their employees.

Mr. Sher questioned the need for the alternative work week and reiterated that he wanted information from the department heads indicating that they were satisfied with the proposal.

Ms. Macon stated there is always the option of obtaining the answer to any question either at the department head meeting or through the Personnel Director. She stated this program could be fully implemented by the Township Supervisor by granting approval to all the departments who report to him. Mr. Herbert agreed.

Ms. Macon thanked staff for being creative and taking the effort to bring a proposal forward.

Ms. Henry stated the union was not opposed to the alternative work week proposal and wanted an opportunity to work with the administration with respect to the implementation.

Motion by Ms. Macon and supported by Mr. Spector to recommend to the Township Supervisor that those department heads who are supportive, experiment with a pilot schedule that would extend the employee work week and there is an expectation that this program is cost neutral and will exceed or maintain the current services.

Mr. Spector asked if the issue would have to be approved by the Township Board. Ms. Macon replied, "No" and stated he indicated earlier that he did not feel the

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issue should be decided on by the full Board. Therefore, her motion was to recommend that the Supervisor either fully implement the program or not. She asked that the Committee be notified of the Supervisor's decision.

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

PART-TIME ENGINEER JOB DESCRIPTION

Mr. Labadie stated that currently the Township utilizes the services of Spalding, DeDecker & Associates on a contractual basis. The relationship is working and the service is being delivered. However, he was asking for the opportunity to advertise a part-time position at half the contracted rates paid to SDA. In addition, there would be a higher level of access and expanded hours.

Mr. Labadie stated that currently, the process involves the consulting engineers coming in on Monday or Wednesday to review plans and within three to five days a response is provided. The consulting engineers are in the office approximately 6 hours a week.

Mr. Labadie stated the scenario would be having an engineer available three days a week to perform plan reviews and consultation. He referred to the rates which reflected the consultant engineers paid at \$95 to \$105 per hour to do plan review and/or provide office hours. Hiring a part-time engineer would result in paying \$40 to \$50 per hour. The hours could be doubled and still be at the same or lesser cost.

Mr. Labadie stated the consulting engineers would still provide consulting relative to grinder pumps, design, and safety paths. However, it would be nice to have a professional engineer available on staff. There is not enough work to hire a full-time engineer at this time.

Mr. Labadie stated that he currently performed approximately 90% of the duties which were performed by the past Township Engineers. He stated those duties did not require a professional engineer, but rather, a project manager.

Mr. Sher asked if Mr. Herbert had an opportunity to review the proposal. Mr. Herbert stated he helped draft the job description. Mr. Sher asked if he had a

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recommendation. Mr. Herbert stated the hiring of a part-time engineer should be pursued.

Ms. Macon asked about the comparisons. Mr. Labadie stated that depending on the work and who is assigned the project, SDA is currently being paid \$95 to \$105 per hour. A senior project engineer is paid \$95 per hour and a project manager is paid \$105 per hour.

Ms. Macon asked about the costs for a six month period or a year. Mr. Labadie stated the amount of \$37,000 has been budgeted to cover the services provided by SDA. The amount is covered by the plan review fees collected for each project as well as \$10,000 from the Water & Sewer Department. There is approximately \$9,500 budgeted for random items related to the Civic Center or grading issues.

Ms. Macon asked about an estimated cost savings. Mr. Labadie stated if the same hours were worked, the costs would be reduced to half of what is currently being paid.

Ms. Macon asked how the position would be written and whether it would involve an individual working a consistent level of hours. Mr. Labadie stated that it would be based on the workload and estimated that it would be up to 24 hours a week.

Ms. Macon stated she would be in favor of the proposal if it meant both a cost savings and greater continuity because this would not remove the idea that the Township will need to contract with SDA. She asked about the additional cost of bringing in SDA for certain type of projects.

Mr. Labadie stated the part-time engineer would be handling issues related to development reviews and any type of projects that involve roads or drainage projects. Mr. Spector stated the money is collected up front for those projects; however, the money is paid to SDA for contractual engineering services.

Mr. Labadie stated that with respect to continuity, having this part-time position would allow for greater access to an engineer in-house for project reviews.

Motion by Mr. Sher and supported by Mr. Spector to recommend to the Township Board approval of the recommendation to hire a part-time engineer for continuity and promote cost savings.

Ayes: Macon, Sher, Spector

Nays: None

Absent: None

Motion carried

CONSIDERATION OF PAY LEVEL ADJUSTMENT: DEVELOPMENT SERVICES DIRECTOR

Mr. Labadie stated that when the Development Services Department was created, a director position was created as well. At that time, he did not submit a request for a pay level adjustment for the additional duties because he wanted an opportunity to work in the position for period of time to determine what it entailed. Since then, he has realized there is a lot of work involved with handling the duties which were previously handled by two individuals.

Mr. Labadie stated the greater complexity and diversity of duties and responsibilities is no longer focused solely on the environment; he is now reviewing issues related to engineering, drainage, on-site sewage disposal, grading, time of sale, road projects, administration of a larger number of individuals, etc. The biggest issue of all is the safety path construction and maintenance which take up a considerable amount of time.

Mr. Labadie referred to the information provided to the Committee which reflected the duties of the Environmental Director and the Development Director. He stated there are a greater number of stakeholders involved in his day to day responsibilities, when previously it was generally related to wetland and woodland permit requests.

Mr. Labadie summarized the items included in the draft business plan which included an update from what he previously submitted.

Mr. Spector stated Mr. Labadie's achievements are phenomenal with respect to what he helped the Township accomplish. His concern was relative to whether the level would be appropriate for another individual if Mr. Labadie were to leave the Township. He did not want the Township to be in a position that required the level of pay as a starting salary.

Mr. Herbert stated that if the position were to be vacated, there could be language to indicate that once the position vacated, the position would be reduced. This has been done with some of the union positions and it is reflected in the contract.

Ms. Macon asked what level the other department heads were at. Mr. Herbert replied there were positions at level 8 and 9.

Motion by Mr. Sher and supported by Mr. Spector to recommend approval to the Township Board to upgrade the Development Services Director pay grade from level 8 to level 8.5.

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

REVISE POLICE/CADET HIRING REQUIREMENTS

Mr. Herbert stated there was a letter from the cadets expressing concern with the promotional exam. The exam used is a National Criminal of Justice Officer selection inventory and was designed to provide more than the traditional measures found in most police officer tests.

Mr. Herbert stated the test score increases test validity tremendously. In other words, this is a better predictor of who would become a successful police officer as compared to some of the other tests given in the past. In addition, one of the advantages is that it reduces the number of individuals who fail the psychological exams.

Mr. Herbert stated that due to equal opportunity concerns, he wanted to ensure that test does not have an adverse impact on the selection of minorities and adding the personality component helps in accomplishing that. The test has already been administered in numerous departments throughout the nation. It is similar to the firefighter selection which has included the personality component for the past four years.

Mr. Herbert stated that since the inclusion of the personality component, there has been an indication that the highest scoring individuals already possessed experience as a police officer.

Mr. Herbert stated the cadets did not do very well in the exam; one individual passed and the remaining individuals appealed to the Supervisor as to whether the personality component could be removed from the exam or if 79.75% could be interpreted as 80%, which represents a passing score.

Mr. Herbert stated he sought the advice of the Township Labor Attorney who provided an opinion which indicated that anything over 79.5% could be considered 80%. Therefore, two cadets were accommodated based on that opinion; however, cadets who scored 75% or lower could not be accommodated.

*****APPROVED MINUTES*****

Ms. Macon asked if those scores only related to the personality component. Mr. Herbert stated the scores were for the entire combined score.

Mr. Herbert expressed concern with the selection of cadets and indicated that this was not the first time he has experienced problems with cadets. He stated that when the cadets are hired, they apparently have the impression that they can perform at less than the general public when they take the test. As a result of that, they are disgruntled when they find out they did not score well enough to be considered for a police officer position. Based on that, he suggested that individuals not be hired for cadet positions unless they score at least 75% on the test. He added that the general public has to finish in the top 20.

Mr. Spector questioned why the Township considered the top 20 candidates with respect to general office positions and the same was not done for the Police Department positions. Mr. Herbert stated a compromise was worked out with the Police Chief as it related to the cadets.

Mr. Herbert stated that since the cadets have the experience of working closely with the Police Department, they should be held to higher standards; however, that is not the case in the Township.

Mr. Herbert stated that if the Township was going to invest the time in training these individuals, the Township should also invest in their education. Therefore, he suggested that the Township provide a tuition matching program for cadets who are taking required course to achieve a Police Administration degree. He stated it would assure that cadets are successful and able to score 80% or more on the test.

Mr. Sher asked how many cadets were currently employed by the Township. Mr. Herbert replied there were eight cadets. Mr. Sher asked if they were on the payroll. Mr. Herbert replied, "Yes, at a rate of \$12.00 per hour."

Mr. Sher asked if there were any requirements with respect to hiring cadets. Mr. Herbert replied, "No." Mr. Sher asked if job descriptions existed. Mr. Herbert replied, "Yes" and indicated that they have not been reviewed for quite some time.

Mr. Herbert suggested that the ordinance or job description include language that the individual may only work as a cadet for a period of four years.

Mr. Sher asked if an individual is required to work as a cadet before becoming a police officer. Mr. Herbert replied, "No." He stated that out of the top 21 individuals in the exam ranking, there is only one cadet.

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Mr. Herbert suggested that the ordinance be changed to also reflect that 80% is a passing score. Doing so would reduce any misinterpretations or misunderstandings with respect to the exam scores.

Ms. Macon asked if all the individuals in the top 20 are considered eligible. Mr. Herbert stated, "Yes, after they complete an oral interview and the physical training exam."

Ms. Macon asked what question was before the Committee. Mr. Herbert wanted to improve the cadet class by indicating that individuals will not be hired as cadets unless they score at least 75% on the exam. This would not impact the cadets which are currently on staff, but rather, future cadets.

Ms. Macon asked if there is a way to prepare for the test in advance. Mr. Herbert replied, "Yes." Ms. Duncan stated the individuals have an opportunity to take a practice written test on line. Ms. Macon asked if the content of the practice test is specific to police. Ms. Duncan stated it did not require police knowledge. Ms. Macon stated the test was cognitive, but not content specific to being a police officer. Mr. Herbert stated that was correct.

Mr. Macon asked if the cadets are currently attending classes. Mr. Herbert stated it is not a requirement. Mr. Spector stated that if a cadet is hired, the Township foots the bill for the Police Academy.

Ms. Macon asked about the opinion of the Police Chief. Mr. Herbert stated he was against the amendment. Mr. Sher asked if he was against it because it impacted his authority. Mr. Herbert stated it impacted his discretion.

Mr. Herbert stated that incentives need to be offered to individuals who are hired as cadets and one of those incentives would be to provide for one-half tuition reimbursement toward a Police Administration degree.

Mr. Herbert stated that currently the Township does not require that an individual possess a Police Administration degree and if the individual has not been to the Police Academy, the individual is sent to the academy at the expense of the Township.

Mr. Spector questioned why the Township as an upscale community has standards but no requirements relative to cadets and police officers.

Mr. Herbert stated the issue could be discussed further at the next meeting to address the following:

- an amendment to the ordinance indicating that individuals cannot be hired as a police cadet unless they score 75% or more on the police officer entry exam

*****APPROVED MINUTES*****

- one-half tuition reimbursement for courses related to pursuing a Police Administration degree
- individuals may only work as a cadet for a period of four years
- individuals who are not certified police officers or do not possess a Police Administration must be taking a minimum amount of credits toward obtaining a degree

Mr. Spector stated the Police Department is short one police officer as a result of a retirement. In addition, there are two openings which need to be filled as a result of the millage. Therefore, he felt the Township needed to act quickly with respect to the issue being brought before the Committee.

Mr. Spector asked why this issue was brought before the Committee. Mr. Herbert stated the written test has been certified and some individuals in the Police Department were not satisfied with the results. The Police Chief suggested that they speak with Mr. Herbert and the Township Supervisor. The Police Chief wanted to hire individuals who fell in the range of 75% or less rather than from the top 20.

Mr. Herbert stated the Police Chief indicated that if the Township did not conduct the oral interviews and hire an individual by the end of June, there would be a delay of six months because the next academy does not occur until February. He felt that was an unwarranted and unnecessary delay because there are personnel in the Police Department that could conduct the interviews.

Ms. Macon felt that something needed to be done administratively to move forward. Mr. Herbert stated that if the Police Department did not hire an individual by August 1st, the Police Chief authority should be removed and given to the Personnel Department to hire an individual.

Mr. Sher stated it appears some infighting exists and it is not the Committee's responsibility to referee that issue. Ms. Macon stated this is an issue for the Township Supervisor to facilitate. Mr. Spector disagreed.

Ms. Macon asked if he was indicating that a certain number of police officers needed to be hired by a specific date in order for the Township to fulfill the commitment of the millage. She reiterated that this was an issue which the Township Supervisor could address. Mr. Herbert agreed.

There was a consensus of the Committee to discuss the remaining agenda items at the next meeting scheduled for July 7, 2008 at 3:00 p.m.

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AUDIENCE GENERAL COMMENTS/QUESTIONS

None.

ADJOURNMENT

There being no other business before the Committee, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Marya Duncan

Marya Duncan
HR Specialist