

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

MONDAY, July 7, 2008 --- 3:00 P.M.

CALL TO ORDER

The meeting was called to order by Trustee Macon at 3:08 p.m.

Members Present: Trustee Deborah Macon
 Trustee Robert Sher
 Trustee Robert Spector (3:20 p.m.)

Members Absent: None

Staff Present: Kent Herbert, HR Director

In Attendance: None

APPROVAL OF AGENDA

Motion by Ms. Macon and supported by Mr. Sher to approve the agenda with one change.

Ayes: Macon and Sher

Nays: None

Absent: Spector

Motion carried

APPROVAL OF MINUTES

The minutes of 06/23/08 were postponed until the next Committee meeting.

SET NEXT MEETING DATE

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

UNFINISHED BUSINESS

Review of Recommendations Concerning Cadet Program

This item was postponed until the next Committee meeting.

Recommendation for the 2009 Elected Officials Salaries

Mr. Herbert stated he did a study earlier in the year at the Board's request. The communities used in the study were similar to the Township. One half of the communities surveyed were Townships and the other half were cities. Mr. Herbert stated that typically the Clerk and Treasurer's in Townships have more responsibility because they double as members as well as Boards of Trustees.

Mr. Herbert stated that a salary reduction could not be made in their salary after the person has been elected to the position. Mr. Herbert asked if the Personnel Committee was considering setting different salary levels for the Clerk, Treasurer and Supervisor or a freeze for any or all of these positions.

Mr. Herbert asked if the Committee wanted to give a written recommendation to reduce future salaries or should there be a long term pay freezes.

Mr. Sher made a motion to turn back the 10% increase the Clerk, Treasurer and Supervisor for next year. He stated it wouldn't affect their salary or pension for this year. Mr. Spector wanted to discuss the matter further.

Mrs. Macon commented that Shelby Township should not be listed in the comparable communities. She suggested that not only should they be looking at SEV or population size for comparable communities, they should also be looking at structure and services. She stated that Farmington, Rochester Hills, Royal Oak and Birmingham do not have elected officials; those are appointed positions.

Mrs. Macon stated that Southfield, Bloomfield, and Waterford should be listed in the comparables since they have an elected official.

Mrs. Macon stated that for the record, the Trustees should have been included in the survey. Mrs. Macon believed that Trustees should be compensated at 25% of the salary of the Township Supervisor. She stated that over the years, their role has changed and the expectations are much greater now than in the past. She felt that if the pay was higher for Trustees, there might be more individuals who would consider running for a Trustee position.

Mr. Spector stated that when the original increase was given, one of the factors was that there were people working under them whose salary was greater than the department head. Mr. Sher felt that was a non-issue.

Mr. Herbert stated that the qualifications for appointed positions in other communities are much higher than being the highest vote getter. They often times have training in their field, degrees and knowledge. Mrs. Macon stated that there should be a policy in Lansing where Township leadership is professionally trained for the work.

Goal Setting Request-Evaluations

Ms. Macon stated they are currently in the process of working with a consultant relative to goals. Each member was asked to send their feedback on the survey back to Mr. Herbert. Ms. Macon asked if the external survey used for the residents would then be used as a basis for the Board to establish its own specific goals.

Mr. Herbert stated he only received five (5) comments regarding the proposed survey. Mr. Herbert stated he commented to the tester on the information he received. Comments regarding goal setting and visioning, Mr. Herbert suggested that room be made for those even if something else had to be taken out or shortened. Mr. Herbert did not agree that evaluation of service questions should be taken it. He stated it would give the Board a basis for improvement on services.

Ms. Macon stated that she is opposed to evaluating services at this point on the survey. She stated one reason is the list of services is partial. Mr. Herbert stated that the missing services have been added. The other reason, Ms. Macon stated, was that evaluating services when there is specific target or bench mark in place for that service is futile. She stated that if the Township Board had set benchmarks for the departments and their services, it would allow individuals that were in charge of those services what their objective would be. Ms. Macon stated that as early as 1996, she had asked for such benchmarks to be in place for department services; she stated there was no interest in doing so. She stated that it was unfair to evaluate someone or something when there was no objective or goal in place previously.

Ms. Macon stated there should be a sequence in place of ready, aim, fire. Ready means, there is a deliberate conversation about performance indicators, aim refers to all those who are responsible arrange their work and their staffing to meets those targets, and fire is the implementation.

Mr. Herbert saw it differently. He thought it would give the public a chance to tell the Township what it thinks of its service and possible where they feel the Township should make improvements. The survey could be used as part of goal setting for the departments. Mr. Herbert stated the felt the ready, aim, fire analogy was for when the Board and Department set the goals. Asking the public what their perception isn't goals. It's more where the services are at as a baseline for the future.

Mr. Sher wanted to see what they, the company putting together the survey, were going to do. He considered them the professionals putting it all together. He stated that he was satisfied with the survey thus far. He did ask Mr. Herbert how many surveys were being sent out. Mr. Herbert stated they were going to initially send out 600 surveys, hoping to get back as least 400. Mr. Herbert stated that before the survey was to be sent out, it would go before the full board for approval.

Mr. Herbert asked them to include items regarding the elections, Assessing and Treasurer Department services. He stated that he initially thought of them as support services, not direct services.

Ms. Macon stated that they are not support services. She explained that surveys are of this nature are also educational. Ms. Macon said she didn't know if many people that could answer the question, "What are the responsibilities of a Charter Township?" She said the answer to that question was not appropriately reflected in the survey.

Ms. Macon said a Township has four functions which are to assess property, collect taxes, administer elections, and fulfill any voted millages.

Mr. Spector stated all the other services are why people choose to live in West Bloomfield. That if the Township chooses to not issue building permits any longer, residents would have to get them through Oakland County.

Ms. Macon would also like the next version of the survey to come in the form of a televised Board meeting and not in a work sessions. She felt it would help the residents with the process and help with any misconceptions of Township services.

Mr. Herbert also asked them to take out questions regarding balancing the budget. He said those questions received the most comments from department heads stating that is why the have elected officials to handle the budget. Mr. Spector felt those questions should have been left in the survey.

Mr. Herbert said they could still have a chance to put those types of questions back in before giving their final approval. He also stated there were space requirements to consider. The survey should only be between 6 and 7 pages.

Mr. Spector felt that the survey would not be implemented by the end of their term and questioned if they could advise the Board on what to do with the survey. Mr. Herbert stated they would probably get the results of the survey the end of September early October. The results would then be handed off to the new Board.

Mrs. Macon asked Mr. Herbert how people who will not be receiving a survey send in their input/feedback. Mr. Herbert stated that he would ask the IT Department to try and put the survey on-line for those that would like to participate. Mrs. Macon asked that a shortened survey placed on-line.

Administrative Support for Trustees

Mrs. Macon stated the agenda item for Administrative Support for Trustees came from being on the School Board, where there is excellent support. She posed the following questions:

1. How often should Trustees receive their mail?
2. How should Trustees be informed of public meetings and special invitation?
3. What is the process for a Trustee requesting support for a communicating with the public when a letter needs to go out?
4. What is the process for having an office/desk to do research or for short term office hours?
5. What is the process for requesting additional research or background?
6. Is there any staff that would be available?

Mrs. Macon stated that at the school board level, a member receives a packet for an agenda. In that packet there is a typed memo, background information, draft motion and recommendations from the superintendent. There is also a best practice protocol. If there are any questions regarding the packet information, the individual simply contacts the superintendent or the designee.

Mrs. Macon stated the list of questions she stated earlier, have no answer in West Bloomfield Township. She also stated that inside the packet she received from the school board were a list of all the public meetings and a list of special meetings or invitations they were welcome to attend.

Mrs. Macon related a time where she had a need for a conference room and also some coffee to be made for the meeting. She stated that although they were both taken care of, the process was rather complex. Mrs. Macon thought it would be nice to know ahead of time who to ask for certain things. Mr. Sher stated his wife on the Country commission receives a packet with a synopsis for each issue being presented.

Mr. Sher asked what the purpose was for this item. Mr. Herbert stated the purpose was to see if the Committee should make a recommendation regarding Trustee support.

Mr. Sher stated that there is a vast staff at the Township. In his opinion, this meeting should not be about Trustees meeting, but rather, a meeting about the paid professionals that are already here. He did not feel that he should be required to make copies from his computer; rather, he should receive a packet as they had received in before. He believes there is sufficient staff in the Clerk's office to provide administrative support to the Trustees. If they do not have sufficient manpower, they should ask the Board to provide it. He saw no reason why the Trustees could not be given an office to use during regular business hours. He felt the Trustees were too involved in little things that the professionals should be handling. Mr. Sher felt there were not enough recommendations given to them by the paid professionals. He also felt the duties of the Trustees needed to be in written format and completed by the Board.

Mrs. Macon also felt there should be an orientation process for board members to allow them an opportunity to understand what their duties entail.

Mr. Herbert asked if the Committee wished to have a recommendation as to who would handle the questions raised.

NEW BUSINESS

None

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