

Transition Task Force

Personnel Subcommittee

Report of 4/11/12 meeting

Members of the Transition Task Force's Personnel Subcommittee (Thea Berkhout, Jo Butler, Jill Jachera, Jim Levine, Shirley Meeker, Gary Patteson, Bruce Topolosky, and Sue Nemeth), Bob Bruschi, Kathy Monzo, Carol Calquhoun, and Alice Small (liaison from Consolidation Commission) met and discussed the following:

- Upcoming meeting times for April:
 - Wednesday, April 18, 5:30 p.m., MEETING CANCELLED (the subcommittee on department reorganizations will meet instead during that time)
 - Wednesday, April 25, 7:00 p.m., Community Room, Township Hall
- Transition Task Force meeting presentations for Personnel Subcommittee:
 - April 17, 7:00 p.m. selection process; severance options; policies/benefits differences
 - May 17, 7:00 p.m. reconciliation of policies/benefits; organizational structure recommendations
- Commission's recommendations regarding salaries
 - The TTF chair asked that the Personnel Subcommittee look into what seemed to be recommended in the Commission's report to level salaries up to the higher levels. This will be brought back for further discussion after the May 17 Task Force meeting.
 - Jo Butler commented that she thought it was not a recommendation, but that estimations in the report were based on the higher salaries to provide conservative estimates.
- The Township and Borough councils at their joint meeting on April 10 approved a shared service agreement for cross-training staff in departments during the transition year. Shirley Meeker will continue to monitor the progress being made in all departments and will provide an update at the next Personnel Subcommittee meeting.
- Gary Patteson provided a range of options for severance packages for those individuals not selected for the redundant positions. He indicated that the sub-group working with him on the options recommended an additional payment beyond the amount provided in current policy of one week salary per year of local service, with an 8-week minimum and 16 week maximum. The committee voted on various options and agreed to recommend the following: either 1,2, or 3 additional months or the one week per year with 8-week minimum and 16-week maximum option. The package would be provided providing the individual signed a release and agreed to stay through the period of time requested by the municipality. If during that time the individual left early, he/she would only receive the 2 or 4 weeks provided in policy for involuntary separation provided they sign a release. Jill Jachera reminded the committee that she had at one time suggested consideration of a retention bonus for those asked to stay on for a longer time. Jim Levine indicated that receiving additional salary during that time plus the severance package should suffice.
- Jim Levine provided a presentation of the main differences in the Borough and Township policies and benefits. Additional information on health benefits will be added next week for the

presentation to the TTF. A proposal on how to reconcile the two will come back to the subcommittee before going to the TTF by May 17. The goal would be to have a new set of policies in place by December 31.

- The subgroup reviewing the organizational structure recommendation of the administration will continue work on reviewing them with a focus on any changes from the Commission's recommendations being cost-neutral. They will bring recommendations on this to the next subcommittee meeting.
- Jill Jachera reviewed the objectives of putting in place a process for handling the selection of individuals for the redundant positions.
- Thea Berkhout asked for public comment and there were no comments made.
- A motion was made by Thea Berkhout and seconded by Jill Jachera to adopt a resolution authorizing the subcommittee to meet in a closed session for the discussion of personnel matters and negotiation strategy relating to personnel. After the motion was adopted, Thea Berkhout stated that the matters discussed in the closed session would be made public once the recommendations of the subcommittee were acted upon. Committee members discussed the various options related to the criteria to be used by the selection committee, the composition of the candidate pool, and the composition of the selection committee. The process document was unanimously supported by the subcommittee, will be revised, and presented to the TTF on April 17.