

Transition Task Force

Personnel Subcommittee

Report of 6/6/12 meeting

Members of the Transition Task Force's Personnel Subcommittee (Thea Berkhout, Jill Jachera, Jim Levine, Shirley Meeker, and Gary Patteson), Carol Calquhoun, and Alice Small (liaison from Consolidation Commission) discussed the following:

- After indicating that the meeting had been publicly noticed, Thea Berkhout reported on the status of the personnel selection process that the joint governing bodies had adopted. Bob Bruschi had reported in writing to the committee that the administration completed a draft of the identification of positions and pool of candidates, but these need to be reviewed by Kathy, who is out of the country this week. The staff is also reviewing all job description with an emphasis on the impacted positions. Thea expressed concern that the governing bodies may not be following the process that had been adopted, as the Township had not yet approved Barbara Lee as the facilitator, nor had they involved the administrators in setting up an initial meeting, yet were scheduling a meeting for this week. Personnel Subcommittee members agreed to recommend to the TTF that the selection process be handled as adopted, even if it meant a slight delay in the appointment of a police chief. In addition, Bob had reported that the municipal attorneys were in the process of drafting the releases for employees who would be separated.
- In the reconciliation of policies and benefits, Thea explained for the benefit of committee members who had not been present at the last TTF meeting that most of the benefits recommendations were approved by the TTF – including moving to a PTO system – but the TTF asked the subcommittee to further review the number of PTO days off, and bring this recommendation back to the TTF by July 15. Subcommittee members agreed that further review of the actual amounts taken by employees currently, as well as comparisons with other municipalities, would be useful data. In addition they agreed that factual information and description of the positive aspects of a PTO system need to be better communicated, since employees and TTF members seem to have incorrect assumptions regarding some of the facts related to PTO. Jim Levine agreed to include various scenarios in a revised recommendation on PTO. The revised recommendation should go to the TTF at its meeting in late June. A recommendation on medical benefits will take longer, but may be concluded by July 29.
- Shirley Meeker reported that with the organizational charts finalized, the staff would like to include team-building exercises as part of their cross-training efforts. Suggestions for volunteers to offer team-building should be sent to Shirley.
- Jill Jachera recommended that the committee also develop salary guidelines for positions in the merged municipality, and Jim Levine offered to work with the administrators on this effort.
- Three members of the public were present and had some discussion with committee members regarding benefits provisions being recommended
- The next meeting of the subcommittee will be June 13, 2012.

Prepared by Thea Berkhout, 6/7/12