

Transition Task Force

Personnel Subcommittee

Report of 5/30/12 meeting

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

- Upcoming meeting times – a new schedule with meetings through November was circulated. The next subcommittee meeting is June 6 at 7:00 p.m., Township Hall Conference Room A.
- Thea Berkhout reported that at its May 16 meeting the Transition Task Force approved all three of the Personnel Subcommittee's recommendations, including the organization charts, severance package, and selection process. She also indicated that two members of the Township Committee had interviewed Barbara Lee, who had been recommended as facilitator; they were pleased with her, and were recommending to the Township Committee to approve her as facilitator. Thea indicated that the timeframe for selection of the Police Chief, which the governing bodies had agreed to complete by June 15, necessitated that all of the documentation needed to be compiled, committee members selected, and meetings set up with the facilitator within the next week.
- The administrators provided an update on personnel-related matters (attached). Committee members discussed with them the documentation they want to be able to review prior to the selection committee's initial meeting. Thea Berkhout asked the administrators to provide to the committee at its next meeting:
 - A complete list of all redundant positions for which selections of personnel would need to be made
 - Job descriptions for all of these positions (if they can't all be done by next week, at least the police chief and administrator position descriptions should be prepared)
 - A list of the pool of eligible candidates – by current position title, not name.

Committee members clarified to the administrators that although not part of the selection process, they still had a responsibility to monitor the process. They would not be reviewing personnel files, etc., but only ensuring that the process is transparent and that the adopted procedures were followed.

It was also agreed that administrators would ensure that all eligible candidates (i.e. in redundant positions) be able apply for positions and be reviewed by the selection committee, and that administrators were not to pre-select individuals whom they think are qualified.

- Thea Berkhout reported that she had been contacted by Patrick Simon asking about the decision regarding staffing of the clerk's office, since in conversation with KSS about office space clerk's office personnel indicated that because of cuts, services would be reduced. She requested that administrators send to KSS copies of all organization charts that were approved by the TTF.
- Copies of an FAQ on benefits changes drafted by Jim Levine were provided to subcommittee members to review for discussion at the June 6 meeting.
- There was no public comment.

Prepared by Thea Berkhout, 5/31/12

Update from Administration

May 30, 2012—Personnel Meeting

- Administrators are working on preparing packages and various recommendations to the two governing bodies for their consideration in closed session at their next Joint meeting.
 - The administration is finalizing the list of positions that would be eliminated and the effected employees. This information will go to the governing bodies.
 - At this juncture it does not appear that any of the positions/individuals are covered by a collective bargaining agreement.
- Administration is also working on updating and if need be creating new job descriptions for positions that may have been formed as a result of the recommended 2013 organizational structures.
- Administration has met with the municipal attorney of the Borough to craft a draft release which will then be circulated to the Township attorney and the administrators for review. Ultimately the form etc will then go to the governing bodies at their next meeting for a final sign off.
- Administration has met with representatives from the SHBP to discuss how a transition to that program could work. Details will be forthcoming very soon. *It is imperative that we have a decision on this matter.*
- Administration has been in contact with CWA and AFSCME which are attempting to set up a meeting of the two Blue collar units to discuss the status of moving towards single representation.
- Administration has recently received the packet of information for the municipal joint insurance fund and will begin putting the package together for submittal for coverage which would begin in January of 2013. (liability, workers comp, auto etc.)