

A meeting of the Blue Ribbon Operations Committee of the Village of Grosse Pointe Shores, was held on Wednesday, April 25th, 2012, in the conference room on the second floor of the Grosse Pointe Shores Municipal Building. The meeting was called to order at 7:30PM.

PRESENT : Chairperson: Mary Anne LaHood
Secretary: John L. Booth, II
Council Liaison: Dan Schulte
Committee Members: Elizabeth Eldridge, Connie Houin, Cheryl Holm, Dr. Queresh Khairullah, Marlene Stahl,

ABSENT : Committee Members: Alan Broad, John Renick

Also Present: Council Member : Kay Felt

Approval of the minutes of the previous organizational meeting, dated April 17th, was tabled until the next meeting by voice acclamation of the committee members without dissent.

The Chairperson and Secretary next explained that the focus of this current meeting was to have been a frank discussion between the City Manager, Mark Wollenweber, and the committee members regarding his understanding of the working table of organization for municipal employees in Grosse Pointe Shores, including his submission of copies of any and all existing written job descriptions and reporting responsibilities for the entire paid staff, and to solicit his cooperation in assisting the committee to understand the most efficient allocation or re-allocation of the city's human resources to better meet the various tasks and challenges facing the City in the near future.

Council Liaison Dan Schulte reminded the committee that the Council's charge to this committee is to draft a "Quality Management System" which shall include the following:

- 1) Develop a comprehensive understanding of all roles and operations performed by the municipality,
- 2) Determine how all of those roles and operations inter-relate with one another to best serve the community,
- 3) Provide a complete description of all roles and operations,
- 4) Analyze and evaluate how the current system serves the needs of the community,
- 5) Identify opportunities for improvement,
- 6) Make appropriate recommendations.

However, as the City Manager was not able to appear before the committee this evening due to scheduling conflicts, the group discussion shifted to a briefing of the two new members of the committee for whom this was their first meeting, being Marlene Stahl and Cheryl Holm.

Following this briefing, the committee requested that Councilman Schulte and Chairperson LaHood schedule and confirm the expected attendance on a day and at a time that is convenient for City Manager Wollenweber to appear before the committee members to discuss the Village table of job organization and the proper or ideal allocation of job responsibilities amongst the existing staff to improve the efficiency and delivery of services to the residents.

NEW BUSINESS...none

DATE OF THE NEXT MEETING:.... To be determined and communicated to all committee members by email on a day and at a time when City Manager Wollenweber will be in attendance, being a date approximately two weeks from this meeting date.

ADJOURNMENT:... There being no further business to come before the committee, the committee as a whole agreed unanimously to adjourn the meeting at 8:30PM.

Respectfully Submitted,

John L. Booth, II
Blue Ribbon operations Committee
Secretary