

A meeting of the full Blue Ribbon Operations Committee of the Village of Grosse Pointe Shores (BROC) was held on Tuesday, October 26, 2012 in the Council Room of the Grosse Pointe Shores Municipal Building. The meeting was called to order by the Chairperson Mary Anne LaHood at 8:30 AM, a late start due to stragglers on the committee.

PRESENT : Chairperson : Mary Anne LaHood
 Secretary : John L. Booth, II
 Village Council Liaison: Dan Schulte
 Members : Allan Broad
 Connie Houin
 Elizabeth Eldridge

ALSO PRESENT : PSO Chief : John Schulte
 DPW Director : Brett Smith

APPROVAL OF THE MINUTES :

Approval of the minutes of the previous meeting of the full BROC, the draft minutes having been distributed and amended to include the comments and corrections offered by several members, upon motion duly made to accept the minutes as amended, were seconded and approved. These final amended minutes being the minutes emailed by the Chairperson to Lynn Michaux.

DISCUSSION:

Chairperson LaHood began the discussion by reporting that City Manager Mark Wollenweber , who was asked to attend this committee meeting to report on several items would not be present being sick today and at home. She then thanked department heads Schulte and Smith for being present at 8:00AM and waiting patiently for a majority of the members to arrive.

Member Broad then began the discussion by querying Chief Schulte on the possible need to update existing Village studies on traffic flow, and traffic control. A lengthy discussion ensued during which Chief Schulte disclosed that City Manager Wollenweber had already retained as a Village traffic and sign adviser Mr. Robert Decorte, who has been hard at work on an update of the Village's official "Traffic Control Order" , a document which encompasses a study and review of all street and traffic signage in the Village with a view to revisions, additions, deletions and bringing such signs up to code as to current standards for reflectivity, etc. Following this disclosure, member Broad, with the support of the committee asked Chief Schulte to please discuss with City Manager Wollenweber and Mr. Decorte expanding this report into a full benchmark / . baseline traffic and flow study complete with recommendations for the future, especially in light of pending street use and traffic flow changes which will occur in the near future once the new and very large senior citizen residential complex , The Rivers, opens in 2013 with its new entrances and exits on Cook Road for both residential and commercial (truck and ambulance) traffic.

Other members also queried Chief Schulte on a possible need for studies to improve public safety officers for the prevention of traffic problems or accident and also to enhance crime prevention in any special areas. Chief Schulte politely reminded the committee that the Shores crime is really LESS than deminimus and traffic flow issues are so highly predictable , such as weekends with inebriated drivers coming home from the bars in St. Clair Shores, that such studies are not needed. Further, he stated that there really is no street or area in the Shores which comes close to warranting a designation as even a marginally high crime area. The committee was therefore satisfied that there are no present or future officer deployment issues which would require an increase in PSO staff size.

Member Booth then queried DPW Director Smith regarding the size and staffing requirements of the seasonal part time staff employed by the Village and under his management and control. During this discussion the committee explored with director Smith several issues including the following:

- 1) the adequacy of the \$8.00 per hour wage (minimum wage being \$7.25) paid by the department
- 2) hiring practices...preferences for children of staff and council, turnover, supervision, the need for guidelines for hiring

and/or recruiting

3) budgeting by month as well as annually for the total cost of the seasonal staff

4) the period during which seasonal staff work

5) the jobs and tasks of full time staff during the season of part time staff : work performed by full time staff vs. the training and supervision of the seasonal staff

Based on the seasonal staff hired in calendar 2012, Director Smith had the following answers to the above queries:

1) An hourly wage of \$8.00 per hour for person 18 years of age and older, given the fact the the Village has a degree of flex in the hours assigned, remains an adequate wage to attract and retain good part time employees for the Village, and he recommends no change for the coming year.

2) He stated that he has not experienced any undue influence or pressure from any person to hire anyone "that he could not handle" and has NEVER had his authority questioned by anyone including past mayors when he dismissed a part time employee which he said he was not shy about doing. He said that his one hard and fast rule was that every part time employee must report daily not a minute later than 7:30AM, the beginning of the work day, because that was the time that he assigned work for the day for the seasonal staff. Failure to report on time, he said, meant that that person regular job was assigned to someone else and the person would be sent home.

3) Regarding budget, after a lengthy discussion, member Booth suggested to Director Smith that rather than simply budgeting roughly the same dollar amount per year for seasonal staff, that he take the average number of hours worked by the entire seasonal staff per pay period (being 2012 average seasonal peak work load of 280 hours per week or 560 hours per pay period @ \$8.00 per hour) and budget on a month by month basis for pay periods, ramping up the total seasonal hours worked during each pay period up from a low number when the first summer part timers are hired in mid-April to a second low when the last seasonal help are terminated the first week in December when the leaf pick up service ends.

[On this note, as Secretary, member Booth hereby includes as an informational item that the group discussion disclosed that the actual number of seasonal help hired is not just a function of turnover but most importantly the required number of job / task man hours to accomplish what Director Smith described as "essential or primary & core or secondary" services to the Village and residents . Director Smith identified the following services as primary: GARBAGE, ROADS, WATER / SEWAGE, and the following as secondary: GRASS (especially Lake Shore), STREETLIGHTS, the PARK & HARBOR. Director Smith stated very few part time seasonal employees work a 40 hour work week during the season and very few, if any work from April to December. What is important, he reiterated, is the total number of hours based on task history required to complete the tasks necessary to maintain and deliver on these primary and secondary department responsibilities; these hours at peak season add to approximately 280 hours per week.]

4) The full period for seasonal staff is mid-April to the close of the first week in December. In addition, Director Smith stated that every part time seasonal employee as a condition of employment is asked to sign a document that he /she acknowledges that they are being hired as part time employees for a seasonal job only. He stated that this disclosure is used by the Village to oppose any filing for unemployment compensation by anyone so hired. He said that though this disclosure is not a legal guarantee that all such filing will be disallowed that it has been very useful in discouraging the additional cost to the Village of MESC reimbursement.

5) Regarding the responsibilities of full time staff supervising seasonal staff, Director Smith said that the full time staff understands his department policy that if they are leading a crew of seasonal employees, they are expected to work and not be idle while supervising.

OLD BUSINESS : ... The committee then discussed the issue of how to proceed with its investigation of the relative merits of private Village operated paramedic / life support assisted ambulance service vs. contract ambulance transport service. The committee agreed that absent an impending major asset purchase such as a replacement ambulance or major life support equipment, the issue of monies saved was moot at this time and would likely remain a non-issue for the next seven years, being the remaining useful life of the present ambulance and major equipment. The committee expressed a desire, however, to continue to assess the relative merits of these two different levels of service based on patient outcomes where emergency room admissions are involved. Toward this goal, Member Connie Houin, whose professional career included this subject, advised the committee that the best way to proceed was not to inquire of the opinions and

experience of the emergency room staffs of the two local emergency/trauma hospitals , but rather to make inquires of..... Connie Houin then volunteered to make this inquiry prior to the next meeting of the full committee.

NEW BUSINESS : ... Member Broad recommended that the Chairperson combine future meeting of Sub-committees A & B and henceforth meet only as a full committee. After discussion Chairperson LaHood took this recommendation under advisement.

DATE OF THE NEXT MEETING OF THE FULL BROCCOMMITTEE : ... to be determined

ADJOURNMENT : ... There being no further business to come before this meeting, the full committee agreed to adjourn the meeting at 10:00AM.

Respectfully submitted,

John L. Booth, II
Secretary
Blue Ribbon Operations Committee
Village of Grosse Pointe Shores