



**REGULAR MEETING**

**August 3, 2011**

**6:00 P.M.**

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**PITTSFIELD TOWNSHIP COMPENSATION COMMISSION MINUTES**

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**Members Present:** Jean Connell, Carla Jablonski, Thomas McDole, Stu Simon, Dennis Ward

**Members Absent:**

**Others Present:** Yolanda Holmes (Recording Secretary), Stephen Berger, Christina Lirones.

**1. Call Meeting to Order at 6:00 p.m./Determination of a Quorum.**

Commissioner Ward called the meeting to order 6:00 p.m. A quorum was present.

**2. Public Comment**

None.

**2.1 Commission Response to Public Comment**

None.

**3. Re-confirmation of Officers**

Commissioner Ward comments from the last Compensation Commission meeting 2 years ago the 3 people that were nominated to positions and elected are still here.

Commissioner McDole comments he would like to offer his position as secretary to someone else.

Commissioner Simon comments he would be willing to take Commissioner McDole's position.

**3.1 Chair**

Dennis Ward

**3.2 Vice-Chair**

Jean Connell

**3.3 Secretary**

Motion by Commissioner Connell, supported by Commissioner McDole, to elect Stuart Simon as Secretary for the Compensation Commission.

**MOTION CARRIED.**

**4. Establishment of Meeting Schedule**

The Commissioners calendared August 10, 17, and 24 as the next meeting dates at 7:00 p.m. These dates and time are tentative and may be adjusted based on individual member availability.

Motion by Commissioner McDole, supported by Commissioner Simon, to approve calendared meeting dates.

**MOTION CARRIED.**

**5. Order of Business**

**5.1 Set up Agenda**

The Commissioners discussed the set-up of the Agenda and decided an agenda template would be sent to Commissioner Ward by Recording Secretary Yolanda Holmes for review and approval.

**5.2 Review of the Commission's scope of responsibility and as established by Pittsfield Charter Township Code, Chapter 20, Personnel, Article II, Compensation Commission.**

The Commissioners reviewed the document and discussed their responsibilities.

Commissioner Ward comments he would like clarification on when the recommendation when take effect.

The Commissioners went on to discuss what type of information they would like compiled by the next meeting to support any recommendations made.

**5.3 Information Requests**

The Commissioners requested information to be compiled by Recording Secretary, Yolanda Holmes for discussion at the August 10, 2011. The Commissioners requested the information be sent to them by August 8, 2011.

- Pittsfield Charter Township Organizational Chart
- Inflation Rates (Current & Purposed)
- Salary History Last 5 Years (Ypsilanti Twp., Pittsfield Twp., Commerce Twp., Bedford Twp., VanBuren Twp.)
- Pittsfield Charter Township Revenue Projections
- Payroll over last 5 years
- Letter of expectation from Pittsfield Officials
- Salary-Expenditure break down for Pittsfield Officials
- Income/Pay rate Trending of Washtenaw County and Pittsfield Township
- Any Minutes containing salary discussions
- Deputy and/or Assistant Salaries, Published roles/responsibilities and/or job description, Full-time or Part-time (Ypsilanti Twp., Pittsfield Twp., Commerce Twp., Bedford Twp., VanBuren Twp.)

**7. Adjournment**

PITTSFIELD CHARTER TOWNSHIP  
Compensation Commission  
Held August 3, 2011

Motion by Commissioner Simon, supported by Commissioner McDole, to adjourn the meeting.

**MOTION CARRIED.**

Commissioner Ward adjourned the meeting at 7:02 p.m.

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**Yolanda Holmes, Recording Secretary** **Date**

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**Stuart Simon, Compensation Commission Secretary, concur** **Date**

MINUTES APPROVED AS PRESENTED AT THE PITTSFIELD CHARTER  
COMPENSATION COMMISSION MEETING HELD AUGUST 10, 2011