

**POLICE SERVICES STEERING COMMITTEE**

**Wednesday April 4, 2007**

4:30pm – 6:00pm

110 North Fourth Avenue

**Members Present:**

Paul Bunten	Chief of Police Saline
Jeff Irwin	County Commissioner, Chair of Board
Pat Kelly	Dexter Township
Karen Lovejoy Roe	County Commissioner
William McFarlane	Superior Township
Michael Moran	Ann Arbor Township
Mark Ouimet	County Commissioner
Kenneth Unterbrink	Lima Township

**Members Absent:** Ruth Ann Jannick, Herb Mahony, Dan Minzey, Kenneth Schwartz, Brenda Stumbo, Patricia Vaillencourt

**Staff Present:** Mary O’Hare (Facilitator), David Behen, Robert Guenzel, Diane Heidt, Linda Wicks (Recording Secretary)

**1. Call to Order**

The meeting was called to order by Facilitator O’Hare, 4:35pm, at the Washtenaw County Annex Building, 110 N. Fourth Ave, first floor large conference room.

**2. Approval of Minutes**

Moran moved for approval of the March 7, 2007, Police Services Steering Committee meeting minutes; Kelly seconded; all in favor.

**3. Citizen Participation**

None.

**4. Committee Member Check-In**

McFarlane provided an update on the “Blue Ribbon Committee” Regional Police Authority Feasibility Study indicating that eight communities are participating. He indicated two proposals were received, from Plante and Moran and Virchow Krause. A meeting is scheduled for Tuesday, April 10, at 1pm, to discuss, with group members then going to their individual Boards for recommendations. McFarlane noted that the deliverables indicated by the two vendors should provide a good comparison basis and example to compare against the Sheriff’s department regarding the feasibility of starting a regional police authority.

O’Hare inquired about the value in having someone from the Sheriff’s Department also look through the proposals, asking if there is a plan to “re-invite” the Sheriff’s Department to be part of the effort. McFarlane indicated that the Sheriff’s Office has

been invited to attend meetings, and that he would not have any issue with someone from the Sheriff's office reviewing the proposals, indicating that there could be value in this. McFarlane shared the timeline: April 30 for selection and November 30 for the final report back, with additional milestones in-between.

Guenzel asked the three representatives of contracting townships if they had noticed any shortage of officers in terms of needing overtime. McFarlane responded that there have been some situations including command officers pulling "double duty", indicating that the overtime can impact on the quality of service, with tired officers filling in. He noted that in the prior year the County had refunded over \$100,000 for unfilled deputy time.

Kelly requested some clarification regarding a GIS map showing "fire stations and ladders" that was distributed by O'Hare to *PSSC* members from Tony VanDerworp (Director of Planning & Environment / Metro Alliance). Kelly asked about the two "blue dots" in Dexter Township signifying fire stations, noting that there are none in her township. O'Hare will follow up on this inquiry with VanDerworp and report back.

Guenzel reported that he and Commissioner Irwin have met a few times with Augusta Township (pre-mediation); and have had good, respectful, conversation. Irwin noted that the County has put some information on the table for their consideration, Augusta has requested more information/detail, and the County is currently waiting for Augusta to connect back.

Kelly asked other Township representatives if they use a calendar budget year, noting that Dexter Township's FY is March to April. She said that they have just gone through the budget process, which ran three months into 2008, asking other Township representatives how they are computing their costs for 2008 overtime. McFarlane noted the importance in getting accurate numbers for 2007, to base 2008 figures on. He noted that Superior Township can adopt their 2008 budget in December 2007, and that the hope is to have some mid-year and 3/4 -year analysis to support this. He further noted the importance of filling open positions, which will provide more accurate data. O'Hare noted that the *PSSC* "Key Indicator" report would address some of this information need, and that Mahony had indicated on the timeline that he would have a sample of this report available for *PSSC* review at the May 2, 2007, meeting.

Guenzel noted that there is a \$500,000 reserve as part of the 2008 package to cover non-chargeable overtime costs such as SWAT and transport, noting the need to track the different overtime needs/costs in the time and attendance system during 2007 to assist jurisdictions in projecting for 2008.

Irwin stated his concern regarding meeting timeline milestones; noting that the Sheriff's Office was scheduled to present a timeline for discussions with jurisdictions at today's *PSSC* meeting. He suggested that there might be value in having some *PSSC* members review the sample "Key Indicator" report prior to the May *PSSC* meeting, to make sure there are no known unanswered questions that could be addressed beforehand. *PSSC*

members asked that this sample report be sent out via email the week prior to the May *PSSC* meeting.

Lovejoy Roe asked for confirmation that the overtime costs charged to jurisdictions is only for regular officer time off for vacation, sick and report time, not for vacant positions, asking if these overtime costs would be variable by officer seniority. Guenzel and O'Hare stated that the overtime rate is a flat "blended" rate, noting that seniority would impact the vacation time available.

Irwin inquired if an officer with a lot of banked vacation/comp time could elect to take this in one year, and how this would be impacted by year shift bids. Guenzel stated that there are limits on the amount of vacation that can be used. Heidt noted that there are vacation and comp-time use limits based on years-of-service.

Moran inquired about the hiring rate for the Sheriff's department, and how many current vacancies there are. Heidt indicated that the County is currently down about 20 positions "on the road", including those on various leaves. She indicated that there are about six or seven actual true vacancies (road side) with active recruitment.

Kelly inquired regarding the status of the Sheriff's Office individual staffing analysis for jurisdictions, noting that her township is interested in figuring out different collaborative techniques for the region, and considering an additional deputy and/or exploring spreading the overtime costs differently. O'Hare said that Mahony has indicated that he is doing these individual staffing analysis for jurisdictions and will be sending these out next week.

## **5 Labor Negotiations Update**

Diane Heidt, WC Labor Relations Manager, was present to provide an update on Labor Negotiations.

Heidt noted that the Sheriff's contracts expire at the end of 2007. She noted that the POAM contract was the only one scheduled to expire in 2006, indicating that it had been extended thru 2007 with some modifications. Heidt distributed a POAM summary of the items within the contract which *PSSC* members should be aware of, having deputies within their communities. (POAM 1/1/07-12/31/07 Summary attached)

Heidt indicated some of the main issues addressed:

- 1) One year location bid (Article V)
  - Ypsilanti Township has had one-year location bids since the late 1990s
  - May be better able to manage other issues such as overtime and issues that impact overtime (vacation, sick, leave, comp time)
  - Vacation bid at same time as location bid (vacation bid limited to accrual for that year)
  - Able to still bid shift every four months within location
  - When bidding opens, the number of slots are known and specific shifts/locations are filled

- If shift hours need to be adjusted, this would be worked out with the Sheriff Department on an individual basis
  - There is an “out” clause for hardship cases (illness, family needs) – the Sheriff can make modifications
- 2) Bid job percentages (Article V)
    - Number of jobs which the Sheriff can assign – reduced from 40% to 15%, however a number of clearly identified positions were excluded from this percentage, reflecting an actual 5 or 6 position difference
  - 3) Personal days (Article XI)
    - Two additional days accrued from comp time banks, with restrictions on how many can be used per month
  - 4) Community Service Officer (Article XXXIV)
    - Ratio of up to one for every six deputies

Ouimet inquired whether an officer working a specific event/incident which takes them over their shift time becomes overtime. Heidt replied yes, and that tracking in ‘Time and Attendance’ records this accurately. She noted that numerous categories have been developed in ‘Time and Attendance’ for tracking purposes and accountability.

Kelly inquired if jurisdictions would be paying overtime for command officers in 2008, and what input they would have in determining the need for command officer overtime. Irwin suggested that if it can be attributed back in a very concrete way to a township, jurisdictions would pay, but that if it is split or less definitive it may then need to be part of the \$500,000 reserve. O’Hare noted that in some of the cost models looked at it is listed as one of the costs. Guenzel indicated that County staff would review the resolution and report back.

Moran asked for clarification regarding comp time accrued prior to signing contracts, noting situations where deputies may have accrued comp time in one jurisdiction and may want to now use it in another. He said his recollection was that no jurisdiction that signed a contract was going to end up having to deal with the comp time going backward, only going forward. Irwin said his understanding of the issue was less about comp time being accrued in one community and used in another, which would even out over time, but that the issue was about comp time that may have been accrued over a large number of years, which would need to be reconciled. Guenzel indicated County staff would review the 2008/2009 package and report back at the May *PSSC* meeting.

Kelly inquired about the two person patrol cars issue (Article XXXI), asking if there were geographic locations where it is mandated, and stressing the need for the jurisdiction to be part of this decision. Heidt indicated that some jurisdictions have had arbitration regarding this issue. McFarlane said that this can relate to the ability to collaborate (one car instead of two). Heidt stated that the two-person patrol car is an area that will be on the table for negotiations, indicating a key issue is who gets to decide.

Heidt provided full contract copies for *PSSC* members wanting to review more than the distributed summary. She asked *PSSC* members for any feedback, indicating that she expected negotiations to begin late summer.

Guenzel raised the issue of using part-time officers for overtime, indicating this could provide significant overtime cost reduction to jurisdictions. Bunten stated that the use of part-time officers works well in Saline. He indicated that the officers appreciate the assistance, preventing burn-out, and that they still get some overtime hours providing additional wages. He noted that there is a clause in the contract which indicates all part-time officers must first be let go before a full-time officer can be laid off. Lovejoy Roe noted that many officers may rely on the overtime wages to survive. Heidt stated that the overtime issue will be a very difficult issue to negotiate; that the unions will be strong to protect their deputies and their right to overtime wages. Guenzel noted that the County has a vested interest in keeping overtime costs down, indicating that these costs impact the County as well as the jurisdiction (overtime factors into the final average compensation for retirement costs). Bunten stated that if the use of part-time officers is negotiated into the contract, whether used immediately or not, it becomes an option that is available. McFarlane inquired if some of the dialogue regarding two-person patrol cars could center around the use of part-time officers.

Lovejoy Roe stated concern regarding how long it takes the Sheriff's office to hire, and all the steps involved, suggesting the opportunity to hire from recently laid off State Troopers. Heidt replied that Human Resources is working with the Sheriff's HR division and IT staff to see what the bottlenecks are, what can be further automated, and what can be done to shorten the process.

Lovejoy Roe inquired about retiree health care; with Heidt responding that the County provides health care for the retiree, spouse and dependant for POAM and COAM, paid for through VEBA (Voluntary Employee Beneficiary Association).

#### **6. Key Indicator: Timeline for Distribution of Staffing Analysis**

O'Hare provided an update on the Key Indicators: Target for Review / Accountability

- Timeline for discussions (Mahony to provide to O'Hare, to be sent with minutes)
- Individual Staffing Analysis for Jurisdictions (Mahony sending out next week)
- Sample Key Indicator Report for May *PSSC* meeting (Mahony)
  - ✓ Email to *PSSC* members the week prior to review prior to May meeting

#### **7. Other**

Agenda topics for the May 2, 2007, *PSSC* meeting include:

- Review of the 2008/2009 contract package
- Presentation regarding collection/distribution of fines (Judge J. Cedric Simpson)
- Comparison of other County contracts (time permitting)
  - ✓ O'Hare and Scott Patton currently working on comparison

O'Hare stated that the June 6, 2007, BOC meeting has been rescheduled to June 20, 2007, asking if *PSSC* members would also like to reschedule for June. *PSSC* members rescheduled for June 20, 2007; and this new meeting date will be posted per Open Meeting Standards.

**8. Adjournment**

The meeting was adjourned by Facilitator O'Hare at 5:35 pm.

**Next Meeting:**

Wednesday, May 2, 2007

4:30pm – 6:00pm

110 N. Fourth Avenue, Large Conference Room

Approved by Committee: 2 May 2007