



HUMAN RESOURCES REPORT

Calendar Year 2018

Team Members

Steve M. Duchane, Human Resources Director
Megan Burke, Human Resources Manager
Michelle Brandenburg, Human Resources Assistant

As Advisor and Agent of the Board under direction of the Supervisor our Team supports the statutory duties in the Charter Township as outlined in Section 42.10 part (N) of PA 349 of 1947. To assume all the duties and responsibilities as Human Resources Director of all Township employees or delegate such duties to some other officer or employee.

Continually Purposeful, Professional, Proactive Public Service

- Implemented C.L.E.A.R. (Chesterfield Leadership, Engagement, Accountability, Results) bi-weekly meetings with Executive Management Team of Service Management Experts (SME's).
- Identified and designed an annual in-service training program for employees and advised departments regarding the development of similar programs.
- Developed and implemented an Overtime Procedure for the Clerical Group.
- Posted Transparent Activities Report on the Township website for Human Resources; posted Chesterfield career opportunities on LinkedIn, the Township website and other media and association sites.
- Partnered with the Clerk's Office on developing procedures regarding "How to write an Agenda Summary" for utilization by Department Heads.
- Implemented new Personnel Management System (Guardian Tracking), and performed 41.5 hours of employee training/instruction. Megan Burke, Human Resources Manager lead this initiative and conducted the training in exemplary form and pedagogy.

- Partnered with the Finance Department on developing and establishing a combined Payroll/Human Resources Action control form utilized by both Departments.
- Partnered with Public Safety to support Management realignment, promotions for accountability and the 2020 Fire Rescue Emergency Services Strategic Plan.
- Appointed a Safety Committee to act on Safety Audit Issues, utilizing the knowledge and insight of our Deputy Treasurer, Facilities and Operations Director and Human Resources Manager.
- Supported the Finance Department in the roll-out of the ADP employee payroll statement and tracking that will save approximately \$1,600 per month.
- Partnered with Facilities & Operations to realign workforce type and methods.
- Partnered with the Finance Department to support a performance and results oriented budget, operations plan and goals document with outcomes measurement.
- Partnered with the Treasurer's Office in reviewing, researching and designing a best practice purchasing policy.
- Developing a modern, best practice, Human Resources Manual with over 40 hours of research, writing, and review time to date.
- Partnered with the Supervisor's Office in initiating and implementing the Management Realignment with Administrative Rules by written codified order.
- Implemented the Supervisor's Office initiatives to sponsor external, and local training for employees, beginning October, 2018.
- Held conferences and discussions with individual Department Heads regarding requests for Personnel/Staffing changes for FY 2019.
- Completed recruitment for Account Clerk vacancy in Finance Department.
- Participated in interviews for Police Patrol Officer.
- Completed Recruitment, selection and Board appointment of Fire Chief/Marshall Craig Miller.
- Ratified a two (2) year (01-01-18 through 12-31-19) Collective Bargaining Agreement with the Chesterfield Township IAFF - Fire Fighters Labor Group.
- Conducted disciplinary action regarding Federal/State Testing violations for CDL Drivers.
- Lead transition to Self-Funded Employee Health Care.

- Rebid Life/Short/Long Term Disability Insurances, providing for \$38,000 of future cost savings.

Agenda Items for 2019

1. Audit knowledge, skills and abilities of employees.
2. Develop a training calendar for "Service is our Business" professional municipal customer conduct.
3. Enhancing Microsoft Office software skills.
4. Employee Relations Team "Different Roles, Same Goals" culture.
5. Personnel Management Software – Guardian Tracking System.
6. Review Contractual Personnel and Services, i.e., Planning Consultant, Custodial, Snow/Ice/Grass, IT and Media.
7. Prepare Collective Bargaining strategy for 2019.
8. Partner with the Board to participate in a Re-Development Communities Program.
9. Partner with the Board to identify service collaborative opportunities with Macomb County Government.
11. Assist the Supervisor and Board in the implementation of the adopted Operations and Fiscal Plan.
12. Schedule and staff Executive Committee for Personnel and Labor Policy in January.
13. Continue to be available to all Board Members in any Municipal Advisory Role deemed necessary or desirable.