APPROVED MINUTES
BERTRAND TOWNSHIP BOARD
3835 Buffalo Road, Buchanan, MI
Special Board Meeting
March 24, 2014

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE AND INVOCATION
At 7:00 p.m. the special meeting of the township board was called to order by Supervisor Hicks. All stood, the Invocation was given by Steve Hicks and the *Pledge of Allegiance* was recited.

Purpose of this special meeting: To review and discuss the terms, qualifications and benefit compensation for the township's administrative assistant/secretary position.

Members Present: Couture, Hicks, Lano, Zelmer **Absent:** Pastryk
Others Present: Township secretary/administrative assistant Gena Welsh and eight guests

2. CONSENT CALENDAR: *(see attachments)*
Approval of agenda and approval of minutes from the March 13, 2014 regular board meeting and the closed session meeting minutes that occurred during that meeting.

Motion was made by Lano seconded by Zelmer to approve the consent calendar as presented.
Roll call vote: **Motion carried unanimously**

One copy only of closed session minutes was handed to a board member. Once read by the member and initialed the next member read the minutes. After being read by all and upon approval of the consent calendar the copy of the closed session meeting minutes were sealed in an envelope and will be retained for one year and one day from today.

3. NEW BUSINESS:
At the budget workshop held on February 17th providing a 1.5% wage increase which equates to a wage increase of $5.75 per week and adding the administrative assistant / secretary to the townships pension plan at a cost of approximately $43 per week was discussed. At the March 13, 2014 board meeting 2014/2015 pay rate considerations were discussed again in further detail and it was decided not to take any action at that meeting but to schedule this special meeting for the purpose of reviewing and discussing the terms, qualifications and benefit compensation for the township's administrative assistant/secretary position.

Current township employee Gena Welsh was in attendance at this meeting in order to provide detailed explanations about the functions and activities related to the secretary/administrative assistant position; to accurately describe the current rate of pay and any benefits being provided and to answer any questions that might arise during this discussion.

During the course of this discussion the importance of retaining a valuable employee was emphasized by Trustee Kuhn. The board discussed: office hours and whether or not to expand the hours to 40 or more hours per week; compensation and benefits which included discussion about providing a pay increase, offering Paid Time Off (PTO) and the option of including this position in the township pension plan; establishing a practice of conducting performance reviews for all township employees.

After a lengthy discussion there were no board actions taken. A variety of ideas that emerged from the discussion will be championed by Trustee Kuhn. Trustee Zelmer stressed the importance of distinguishing the difference between private sector verses public sector wage/salary benefit information and that the board needs to stick to comparing apples to apples in order to avoid confusion as further study of these matter is being done.

4. PUBLIC COMMENTS:
Seven people made public comments

5. ADJOURNMENT
The meeting was adjourned at 8:18 pm.

Respectfully Submitted,

Jane Lano dated witness
Bertrand Township Clerk