

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE CHELSEA AREA CONSTRUCTION AGENCY
FRIDAY, NOVEMBER 8, 2019 AT 3:00 P.M.
LOCATION: 12172 JACKSON ROAD
DEXTER, MI 48130**

BOARD MEMBERS PRESENT: Chair James Drolett (Dexter Township), Vice Chair Christine Linfield (City of Chelsea), Secretary Kathleen Kennedy (Sylvan Township), Treasurer Greg McKenzie.

BOARD MEMBERS ABSENT: Marc Keezer (Lyndon Township).

STAFF PRESENT: Building Official Kim Spittler and Inspector Earl Heller.

CALL TO ORDER: Chair Drolett called the meeting to order at 3:04 p.m.

CALL TO THE PUBLIC: No comment.

APPROVAL OF AGENDA: Motion by Linfield to approve agenda as presented. Supported by McKenzie. All ayes, motion carried.

PERSONNEL AND FINANCIAL ISSUES:

Building Official Kim Spittler said he was told by Carol Morrow, the office manager, that she was retiring at the end of 2019. Mr. Spittler offered a person the office managers job for \$22.00 per hour and that person resigned from his current job thinking he was coming to work at the agency. Ms. Linfield asked Mr. Spittler how the person knew he had the job and Mr. Spittler said "he told him". Mr. Spittler acknowledged he exceed his authority in offering the job by saying he "messed up." Ms. Linfield read from the Personnel Manual that vacancies shall be advertised. Mr. Spittler confirmed that the job was not advertised.

At 3:15 p.m. Chair Drolett asked Mr. Spittler if he would like the Board to go into Closed Session at this time for the purpose of considering the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing. Mr. Spittler declined.

Ms. Linfield acknowledged that there was a resume present on the Board table for the individual to whom Kim had extended a job offer. She said she doesn't want to entertain this applicant because the job has not been advertised and there is no written resignation from anyone at this time. Chair Drolett agreed. This applicant is welcome to apply for the job at such a time there is a job that has been advertised.

Ms. Linfield said Mr. Spittler has violated the following passages of the Chelsea Area Construction Agency, Personnel Manual Handbook:

1. Items II, subset B: Personnel Officer and Personnel Committee shall be responsible for the following:
 1. Develop job descriptions for all Agency positions;
 3. Recruit applicants for position vacancies; and
 8. Determine appropriate compensation for all employees, subject to Board approval.

Item IV Classification and Compensation:

1. The Chelsea Area Construction Agency Board shall approve the hiring, terms of employment, or modifications thereof, and discharge of all employees by a majority vote of the quorum present at the meeting.
2. All employment contracts shall be at-will, unless expressly provided otherwise in the written agreement contract.
3. The Chelsea Area Construction Agency Board shall provide an equitable compensation system for employees. The Board shall determine a pay range for all positions.
4. When the Chelsea Area Construction Agency assigns salaries on an employee-by-employee basis, each employee shall be entitled to the salary or hourly wage determined by the Agency Board and as appropriated in the agency budget.

Item VI: Authorized Work Force:

1. The Chelsea Area Construction Agency Board shall determine the number of employees.

Item VII: Employee Selection:

The Building Official shall utilize the following procedures in filling any employment positions:

1. A notice of position vacancy shall be developed, based on the current job description. The posting shall provide the title, brief position description, education and experience requirements, proposed pay, application deadline, and the Agency's equal employment opportunity policy.
2. The position vacancy notice shall be published locally and in selected trade journals for inspectors, if necessary.
3. All original applications will be filed with the building official for record keeping purposes. Copies of all applications will be provided by the Board.
5. The building official shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate.

Motion by Linfield that the Building Official be terminated for violating the Personnel Manual effective immediately, supported by Kennedy.

Chair Drolott asked if Mr. Spittler had anything to say before the Board votes on this motion.

Mr. Spittler said he would like to resign his position as Building Official for the Chelsea Area Construction Agency as of November 8, 2019 at 3:30 p.m., which he did in writing.

Motion by Linfield to accept Mr. Spittler's resignation, supported by Kennedy. All ayes, motion carried.

Kennedy rescinds support of Linfield's motion for termination based on letter of resignation. Linfield withdraws her motion for termination based on resignation letter. Chair Drolett declares motion died.

Mr Spittler turned keys in to Chair Drolett.

Motion by McKenzie, supported by Drolett to request and appoint former Building Official R. Bruce Connell to interim/temporary Building Official effective November 12, 2019 at a rate of forty (40.00) dollars an hour or as negotiated in the future. The temporary appointment shall be for a period not to exceed six (6) months unless otherwise adjusted. All ayes, motion carried.

Chair Drolett contacted R. Bruce Connell and Mr. Connell agreed to interim position.

OTHER BUSINESS:

Vice Chair Linfield stated that due to some lengthy agendas recently, the Chelsea City Council has not appointed anyone to replace her on the CACA Board, but they will do that soon.

CALL TO THE PUBLIC: None.

ADJOURNMENT: Motion to adjourn at 4:00 p.m. by Linfield, supported by McKenzie. All ayes, motion carried.

Respectfully submitted,



Kathleen Kennedy
CACA Secretary

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Region AS

of 11-8-19

11-8-19
for S. P. H. H. S.