

A meeting of the Blue Ribbon Operations Committee of the Village of Grosse Pointe Shores (BROC) was held on Wednesday, May 23rd, in the Council Room of the Grosse Pointe Shores Municipal Building. The meeting was called to order at 4:15PM.

PRESENT : Chairperson: Mary Anne LaHood
Secretary: John L. Booth, II
Council Liaison: Dan Schulte
Committee Members: Alan Broad, Dr. Quresh Khairullah, Elizabeth Eldridge, Cheryl Holmes, John Rankin
Absent: Marlene Stahl, Connie Houin

ALSO PRESENT

City Manager: Mark Wollenweber
(ex officio member)

Approval of the Minutes of the previous meeting of the BROC sitting as a whole held on Wednesday, May 9th, were delivered in advance to the BROC members of this meeting and upon a motion to accept were seconded and approved without discussion.

Following the approval of the Minutes, member Cheryl Holm requested that a list of anticipated outcomes, "outputs", or information to be generated by each of the two BROC sub-committees be included in the minutes of this meeting. Accordingly, the agreed initial lists of outputs from each of the two sub-committees are as follows:

Sub-committee A:

1. List and describe what tasks / services the city provides and how they are delivered.
2. Obtain or help create job descriptions for all current job positions.
3. Describe and/or diagram all existing processes.
4. Provide observations on optimal staffing.

Sub-committee B:

1. Study and provide recommendations on the following:
 - a. what services we recommend the city provide (in line with what residents are willing to pay),
 - b. how these services optimally should be provided,
 - c. identifying major or looming threats and issues, such as the predicted useful life of existing village infrastructure and/or employee and other legacy costs and underfunded reserve funds.

Next, Chairperson LaHood and Secretary Booth, being members of Sub-committee A, summarize for the entire BROC the information gathered by this sub-committee at their committee meeting held last Thursday, May 17th, in the second floor conference room of the village municipal building, the minutes of which have been submitted to the Village official public file. They stated before the entire committee that lengthy discussions were held with Detective-Sergeant Rohr, who represented the Chief in our discussions regarding the organization of the Public Safety Department (PSD) for both patrol men and command officers, and with Brett Smith, the Director of the Department of Public Works (DPW). Sgt. Rohr provide the committee with an organizational chart which assigned each member of the PSD to one of two platoons with the explanation that each platoon is assigned one 24 hour day which is divide into two 12 hour shift, each shift staffed with a minimum of three on duty PSD, at least one of whom must be a command officer (rank of either Sgt. ,Lt, or Chief) with each platoon working 84 regular hours in a two week period without overtime , split 5 days in week #1 60 hours (5...12 hour shifts for each three person minimum squad per week >>> M,T...F,Sat,Sun) and week #2 24 hours (2... 12 hour shifts with minimum 3 person shifts...Wed & Thurs). Regarding the DPW, after a long discussion the sub-committee recommended that DPW Director Smith provide the sub-committee at its next meeting with copies of his posted daily assignment sheets for each member of his department.

The above portion of this meeting was followed by a length discussion of what information each of the two sub-committees should now request from City manager Mark Wollenweber and the department heads for their next sub-committee meetings allowing sufficient time for the entire committee to discuss the answers to these or other relevant questions as a committee of the whole and to summarize the work of the BROOC for a report to Village Council at the next Village Council meeting scheduled for Tuesday, June 19th. Further, the BROOC requested that the an agenda item titled " Report by the BROOC" be added to official published agenda for this meeting. Accordingly , a list of seven items for sub-committee A and a list of twelve items for sub-committee B was firstly discussed with City Manager Wollenweber during the meeting and then drafted and secondly, submitted to him for distribution to the appropriate village employees for answers.

NEW BUSINESS: ...none

DATE OF NEXT FULL BROOC MEETING:... The committee discussed and agreed that the next full meeting of the BROOC to complete a report to the Village Council at the meeting on Tuesday, June 19th, is scheduled for Saturday, June 16th @ 10:00AM in the Council Room at the Village Municipal Building.

ADJOURNMENT:... There being no further business to come before the committee, the committee as a whole agreed unanimously to adjourn the meeting at 6:05PM.

Respectfully submitted,

John L. Booth, II
Blue Ribbon Operations Committee
Secretary