

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 30, 2019 SPECIAL WORK SESSION MEETING

Supervisor Stumbo called the meeting to order at approximately 7:08p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Supervisor Stumbo, Clerk Lovejoy Roe, Treasurer Doe,
Trustees: Eldridge, Jarrell Roe, Ross-Williams, and Wilson

Members Absent: none

Legal Counsel: Wm. Douglas Winters

1. 2020 BUDGET REVIEW

a. DEBT FUNDS – JAVONNA NEEL

Javonna Neel, Accounting Director explained the budget for LDFA which is the special tax authority. She said the only property that we currently have in the LDFA is Bosal. She said they intend on capturing \$121,664.00 for 2020 which is down from the prior year because they have an IFT and an exemption on their personal property taxes. Ms. Neel said she spoke with Brian McCleery, Deputy Assessor and he said they would not be having any type of an exemption filed next year. She said it may go up again depending on the circumstances with Bosal and what they have in their building. She said we would always receive property taxes from Bosal for the real property.

Supervisor Stumbo stated that the Bosal building was empty and Bosal was trying to find someone to lease the building.

Treasurer Doe stated he talked with Brian McCleery who told him there was personal property in the Bosal building. He said he thinks they will move the personal property out of the building by next year so they would not have to pay personal property taxes on it.

Javonna Neel explained Fund 398 which were our general obligation bonds. She said we still owe \$2,070,000.00 at the end of 2019 on that bond. She said the

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payment on that bond for 2020 was \$234,960.00. She said we would be short in 2020 and we would have to take some money from the Fund Balance.

b. FUND 101 – GENERAL FUND

• DEPARTMENT 137 – DUE PROCESS

Supervisor Stumbo stated they moved the Public Defender Contract from 14B Court and put it in the Due Process Fund.

Attorney Winters stated that since the Townships' Sheriff Deputies are using body cams they are involved in obtaining body cams from Sheriff Deputies on almost a daily basis as part of the discovery process for criminal defendants. He said the body cams were one of the best investments that was made because it helps with the prosecution but also with the defense. He said today there was a dispute between the defendant and the police officer and having the body cams helped clear it up because the body cams showed the complete incident.

• DEPARTMENT 215 – CLERK'S

Clerk Lovejoy Roe explained the Clerks' budget to the Board line by line.

Supervisor Stumbo stated she was concerned that there were too many election workers for each precinct. She asked how many election workers were required to work at each poll. Clerk Lovejoy Roe stated six, although the Presidential election should be extremely busy and would require more workers.

Treasurer Doe questioned Clerk Lovejoy Roe on how many elections workers should be at each station. Clerk Lovejoy Roe stated that one for small elections but two for the busier elections. Treasurer Doe questioned why they had 7 or 8 election workers at the last election at the Civic Center Precinct and they only had 80 voters. Clerk Lovejoy Roe stated she would note his concerns. She asked if there were any other questions.

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Supervisor Stumbo stated they needed direction on how to budget for the inspectors.

Clerk Lovejoy Roe stated that for small elections they use 6 inspectors and for the large elections they use 9 inspectors.

Trustee Eldridge suggested looking at the prior two presidential elections for numbers because he said the numbers wouldn't of changed that much.

Clerk Lovejoy Roe stated the number of registered voters have increased.

Trustee Eldridge stated that he has heard from the last few meetings that you were encouraging people to vote absentee. He said that should lessen the number of people voting at the polls.

Clerk Lovejoy Roe stated she used 2016 numbers since the prior presidential had an incumbent running and that would make the numbers lower. She said the Department of Elections is projecting that there should be a 2% - 3% higher voter turn out than in 2008. She said she was looking into changes to try to keep lines manageable for 2020. Clerk Lovejoy Roe stated we have over 43,000 registered voters in Ypsilanti Township.

Treasurer Doe questioned how long it would take to get through the line at the election. Clerk Lovejoy Roe stated it was hard to judge because there were many variables. Treasurer Doe said whoever runs these elections should have enough ideas on how many election workers they need. Clerk Lovejoy Roe stated she does know what we need.

Supervisor Stumbo stated she understands having extra workers for the larger elections but not for the smaller one.

Clerk Lovejoy Roe said sometimes when there is an additional election worker working at a poll it was because they were training on the computer so they would be ready to work on the computer during the larger elections. She said that was the best way to train a computer person for the bigger elections.

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Clerk Lovejoy Roe explained how she came up with \$130,000.00 for election inspectors for 2020. She said she used the \$42,054.00 that was spent in the November 2018 election and she said she used that number for the three proposed elections and then bumped up the number by having 12 inspectors for the November 2020 election and that is how she came up with the \$130,000.00 for the three elections in 2020.

Supervisor Stumbo said she has heard a lot of questions so we will have to decide what number we want there and we can't do that right now. She said Trustee Eldridge wanted us to look at previous years. She said she understands the amount for the November election but she said there was room to reduce for the smaller elections. She said she didn't know what the Board wants her to do with that number.

Clerk Lovejoy Roe asked if they wanted to dictate how many election workers she should have at each precinct.

Trustee Wilson thanked Clerk Lovejoy Roe for breaking down the numbers for the board. He said he understands how she came up with the numbers. He said that since she based the numbers on November 2018 he thought August 2020 would not be like November of 2018 and he said they could scale back the number a little for August 2020. He said March 2020 could be slightly more and then November 2020 would be a lot more. He said when he breaks the numbers down it would still come out to be about \$120,000.00 for the total three elections for 2020. He said he would be comfortable with \$120,000.00.

Deputy Clerk Stanfield stated those numbers also included training of election inspectors and any new election workers have to attend County training or they cannot work an election. She said the County training is 3 hours and the election inspector must be paid for that training. Deputy Clerk Stanfield stated all election inspectors must go through County training every two years. She said the election inspectors would also be paid when they come in for computer training or Chairperson training.

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Clerk Lovejoy Roe stated they would have approximately 100 people at County training, 40 for computer training and about 1 ½ hours of chairperson training, making sure they understand their role and also go over any new election information.

Clerk Lovejoy Roe asked if the Board agreed on \$120,000.00.

Supervisor Stumbo stated it would depend on absentee voters.

Clerk Lovejoy Roe stated that even if they got absentee voters up to 7000 it would be busier than the election in 2008.

Trustee Jarrell Roe said she thinks \$120,000.00 is a good compromise and said that she had never been a Clerk and does not understand how many inspectors should you need at each poll. She asked if we got to September 2020 and didn't have enough in the budget would we have to do a budget amendment.

Supervisor Stumbo stated that would be a budget amendment.

Clerk Lovejoy Roe stated we needed to budget for all three election but the March election is a Primary and we would be reimbursed for the cost of that election.

Supervisor Stumbo stated she had been a Clerk before and she understands the process. She hopes with new technology it would help with the voting process. She said the key is to decide how many inspectors we need at each station and what would be the total inspectors for each precinct. She said she knows it would have to be adjusted for the larger elections.

Trustee Jarrell Roe asked if they had enough direction to forward to the next line item.

Supervisor Stumbo stated there was a recommendation to reduce the budget to \$120,000.00 from Trustee Wilson.

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Trustee Jarrell Roe stated she agreed with Trustee Wilson.

Trustee Ross-Williams stated that changing it to \$120,000.00 would basically save \$10,000.00. She said numbers are important because we are talking about a budget. Trustee Ross-Williams asked why we don't lower it to \$100,000.00? She said she has to know why \$120,000.00.

Trustee Wilson stated he came up with \$120,000.00 by taking the \$42,000.00 that was spent on a previous election and decided we may spend that for the March 2020 election, less than that for the August 2020 election and the rest of it would be for the November 2020 election and it came out to be about \$120,000.00. He said he knows the Clerk knows best because she has been in the office for a long time. He said he thought \$120,000.00 was a good compromise.

Supervisor Stumbo stated we would make it \$120,000.00 and asked that it not be spent unless you need it.

Clerk Lovejoy Roe stated the temporary line item was to pay for temporary workers that the contract allows for 30 days before and 30 days after an election. She said this budget of \$70,000.00 was reflective of bringing in three temporary workers for each election in 2020.

Supervisor Stumbo stated she absolutely doesn't agree with this number and doing it this way. She said she feels strongly against doing this and doesn't feel there is a need to do it.

Trustee Wilson asked if we would be paying more out in overtime than hiring the temporary workers.

Supervisor Stumbo said in the past we offer overtime to our current employees.

Clerk Lovejoy Roe said she never used temporaries during elections but, knew in the past Supervisor Stumbo did when she was Clerk. She said that if she doesn't use temps she was afraid that her staff would be working a lot of overtime. She said she has two staff who would be paid to work overtime but one of them

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would prefer not to although she would if we need her. Clerk Lovejoy Roe stated voter registration ended thirty days before an election in the past. She said with the new law residents can register at the Secretary of State up to 14 days before an election and they can register at our office until 8:00pm on election day. She said those registering on election day can also vote absentee and we would need to process that ballot. She said there was not a way to calculate how many registrations we may get but with the 2008 election that had a cut off for registrations that needed to be processed before that election. She said and that is on top of the regular work that we have to do processing the election. She said if we find we need extra help we can't bring someone in last minute to help because they would not be trained on the software to help with registration. Clerk Lovejoy Roe stated the State Law requires certain workers who work during the election must go through certain training.

Treasurer Doe asked what the salary would be for the temporary workers. Clerk Lovejoy Roe said by the contract they make the lowest paid new clerk wage. She said she was not here for the presidential election in 2008 but she has heard that the conference room was full of registration to vote applications and absentee ballots and they are projecting a very big turnout for the 2020 elections.

Supervisor Stumbo stated she thinks employees should get overtime during elections.

Clerk Lovejoy Roe said they would still get overtime. She said part of the overtime is for the staff that she uses for set up and take down for the elections.

Trustee Jarrell Roe asked if we take away the \$70,000.00 for temporary staff then the \$23,000.00 would not be enough.

Clerk Lovejoy Roe said the overtime amount was based on the Governors' race. She said we spent \$8,000.00 and so we multiplied that by 3 and bumped it up for the November election and that's how we got \$27,000.00.

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Supervisor Stumbo stated she reduced that because the Clerks' office has an additional manager who would not get overtime. Clerk Lovejoy Roe said they had the manager at the Governors' election.

Trustee Jarrell Roe asked what amount would Clerk Lovejoy Roe need to pay for overtime.

Clerk Lovejoy Roe stated she would need \$8,000.00 for two elections and more for the Presidential election.

Supervisor Stumbo said the purpose of the \$70,000.00 was to register people to vote.

Clerk Lovejoy Roe stated the purpose of the \$70,000.00 was not only to register people to vote but also help process the absentee ballots.

Supervisor Stumbo said the voter registration is what changed.

Clerk Lovejoy Roe stated it was not only the registration to vote that changed but also the "no reason" absentee vote, which should add more absentee voters that we would need to process.

Supervisor Stumbo stated she still thinks we should not have \$70,000.00 added to the budget for temporary help.

Trustee Ross-Williams asked how many hours the temporary workers would be working.

Clerk Lovejoy Roe states she budgeted them 40 hours a week for 30 days before and 30 days after the elections.

Trustee Eldridge asked if any of the Clerks' staff would be taking time off after the election.

Clerk Lovejoy Roe stated that staff does not take vacation near elections.

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Trustee Eldridge stated that no staff in the Clerks' office would be able to take vacation during that 60 day period. Clerk Lovejoy Roe stated they would not be taking vacation during that time period.

Trustee Ross-Williams asked how many temporary employees did Clerk Lovejoy Roe use in past elections.

Clerk Lovejoy Roe stated she has never in her past 11 years ever hired temporary employees.

Supervisor Stumbo stated she did not use temporary employees in 2008.

Trustee Ross-Williams asked if Clerk Lovejoy Roe was asking for temporary workers because of the changes with absentee voting and registrations to vote.

Clerk Lovejoy Roe stated she had not been involved in an election with a 70% turnout but she said with everything she is hearing that is what is being projected for 2020.

Trustee Jarrell Roe stated she was struggling to have clarity on this. She said if we do not approve any of the temporary employee funds it will directly affect the overtime budget. She said she would like to know approximately how much the overtime number would be.

Clerk Lovejoy Roe stated she has been fortunate to have two former employees from the Clerks' Office who were working in other departments for the township who have helped out during the day before elections. She said their Supervisor has allowed them to come down and help out in the Clerks' office. She said she would no longer have that since one of them will be retiring in December.

Trustee Jarrell Roe asked Clerk Lovejoy Roe how much overtime she has paid in the past. Clerk Lovejoy Roe stated her goal was to have her staff to work the same overtime as they have in the past and fill in the rest of the work with temporary employees.

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Clerk Lovejoy Roe stated what she would like to do is not use as many hours of temporary for the March election and bring them in for the August election and let them work straight through to the November election. She said she would have to get special permission from the union but it would be really busy from the August election straight through until November.

Trustee Wilson stated clearly overtime has always been the norm historically when looking back on prior elections. He asked if employees wanted the overtime and what would be wrong with overtime if that was how it was done in the past.

Clerk Lovejoy Roe stated if she did not have temporary help her staff would be working a lot of overtime.

Clerk Lovejoy Roe would like to restore her overtime to \$27,000.00.

Clerk Lovejoy Roe stated she would like to get at least one temporary for the March election and two for August and November and said she would not work them if she wouldn't need them.

Trustee Wilson stated that he agreed to restore the overtime budget and he said he understood Clerk Lovejoy Roe's concern especially with the November 2020 election. He said he agreed Clerk Lovejoy Roe should be able to hire temporary for the November 2020 election because the Clerks' office has less staff than in previous years. He said they should give Clerk Lovejoy Roe a budget for temporary help for the November 2020 election.

Clerk Lovejoy Roe thanked Trustee Wilson but asked the Board to give her one temporary for all three elections in 2020. She asked for two extra temporary workers for the November 2020 election.

Trustee Wilson asked if Clerk Lovejoy Roe had a number she could put together for that proposal. Clerk Lovejoy Roe said she could.

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Supervisor Stumbo stated she does not want temporary help for the elections and if the majority of the board directs us then we will add it to the budget. She said she thinks overtime works well.

Clerk Lovejoy Roe stated she would not have enough money in her budget for that much overtime.

Trustee Jarrell Roe stated she understands that Supervisor Stumbo wants to offer overtime to others in the Township during the elections. She said she also knows that there is a fine line for wanted overtime and expecting an employee to work too much overtime. She said she does not know how that would be accomplished without allowing some flexibility without hiring temporary workers.

Trustee Jarrell Roe said if there is work that needed to be completed in the Clerks' office, the staff would have to work the overtime to get it completed.

Clerk Lovejoy Roe said the overtime listed on her budget is a real number from what it cost in the past for overtime and then she said she added to it for the November 2020 election which may not be enough.

Clerk Jarrell Roe asked how many hours did Clerk Lovejoy Roe spend per employee for overtime.

Clerk Lovejoy Roe asked if everyone was against temporary help.

Trustee Jarrell Roe stated she was not against temporary help.

Trustee Wilson stated he was against temporary help but if we would increase the budget for overtime we would not need temporary help.

Trustee Ross-Williams stated to clarify what was being said she wondered if the \$27,000.00 for overtime would need to be increased if they do not use temporary help.

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Clerk Lovejoy Roe stated the \$27,000.00 is what we spend on normal elections and it would not be enough for the 2020 elections without temporary help.

Trustee Wilson said the overtime budget would need to be increased or they need to get temporary help.

Clerk Lovejoy Roe stated on behalf of her employees she would asked for the temporary help.

Supervisor Stumbo stated there have been a lot of good questions asking for more information so we will get more detailed information to help make the final decision and bring it back to the board.

Clerk Lovejoy Roe stated regarding the travel line item that was cut in half and that she has already spent that full amount this year without it being a big election year. She said she would ask that it be restored.

Supervisor Stumbo stated she thought she did that in error and said that would be restored.

Trustee Ross-Williams asked for a point of clarification because in 2016 Clerk Lovejoy Roes' travel budget was \$2,000.00 and she spent \$1900.00. Clerk Lovejoy Roe stated that was a big election year. Trustee Ross-Williams asked if \$1,500.00 that was budgeted for 2020 would be enough. Clerk Lovejoy Roe stated she didn't know she didn't look at 2016.

Clerk Lovejoy Roe stated she would like her Deputy Clerk and Deputy of Elections to receive a 3% pay increase for 2020. She said if some salary employees are going to receive 3% increase she would like to include her two Deputies.

Supervisor Stumbo stated they did not budget for full time Officials and they would need to do that. She said we were going to do a salary analysis for the Officials.

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Trustee Ross-Williams stated she would like the travel allowance for Clerk Lovejoy Roe to be increased to what it was in 2016 which was \$2,000.00.

Trustee Wilson stated he agreed to increase Clerk Lovejoy Roes' travel allowance to \$2,000.00.

Clerk Lovejoy Roe stated she appreciated everyone understanding but she said it was hard for people to understand when they don't have the experience of running elections as she said she has for the past several years. She said she has put numbers in her budget that are real numbers and she said she would never abuse this privilege. Clerk Lovejoy Roe stated she thought drilling down her budget was a lack of respect for the work she had done in the past.

- **DEPARTMENT 227 – HUMAN RESOURCES**

Supervisor Stumbo stated the biggest change in their budget was that the Safety Coordinators' wages were put in the Human Resource budget.

Clerk Lovejoy Roe stated that as she requested in the 2019 Budget she said she thought we should have a Human Resource Director in the 2020 Budget. She said that our Human Resource Generalist was under-paid for what she does for the Township and would support an increase in the 2020 budget.

Supervisor Stumbo agreed that we need to do a wage comparison and would like to hire someone to do that for various positions in the Township.

Trustee Wilson agreed and wondered when we could hire someone to do the wage comparison.

Karen Wallin, Generalist stated it was quite an extensive process to complete wage comparisons for various positions.

Trustee Ross-Williams asked what the Generalist salary was. Supervisor Stumbo stated it was less than they pay a Deputy.

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Supervisor Stumbo stated we budgeted for an additional Generalist that was still vacant in Human Resources.

Clerk Lovejoy Roe stated she would like to fill the Human Resource Director vacant position first.

Supervisor Stumbo stated we can adjust Karen Wallins' salary and she said it would take more discussion for creating a new Human Resource Director position.

Trustee Wilson asked Karen Wallin if she felt we needed to fill the vacant Generalist position.

Karen Wallin stated she would like that position filled since there were things that need to be addressed that she said she does not have the time to do.

Trustee Jarrell Roe stated she would like to go over the job descriptions for a Generalist and a Director. She asked if we hired another Generalist how would they split up the duties. She said she needs more understanding on how that structure looks.

Karen Wallin stated when they had two Generalist they split up duties. She said they both knew how to do everything but she said they were responsible for different jobs.

Supervisor Stumbo they would bring this back to the board.

Attorney Winters stated he had never addressed Karen Wallin as a Generalist he had always addressed her as HR Manager. He said he would not know how he would do his negotiations with the unions without her. He said she does outstanding work for the Township.

Trustee Ross-Williams said she thought she was hearing that we needed to hire a Human Resource Director and re-evaluate the Generalist salary.

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Trustee Jarrell Roe asked if Karen Wallin would be the supervisor of a new Generalist.

Supervisor Stumbo said we all agree to change Karen Wallin to a Manager position and increase her salary.

Karen Wallin stated she was fortunate to learn under a great Director and she thanked everyone for the praises.

Treasurer Doe stated he had the privilege to work on the firefighter contracts with Karen Wallin and he said she has amazed him for all her work with those negotiations. He said he agrees with the Board that she needs an increase in her wages.

Supervisor Stumbo stated that she understood that there would be a 2.5% increase for all wages.

The Work Session adjourned at PM

Respectfully Submitted,

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti