

**MARION TOWNSHIP  
PERSONNEL COMMITTEE  
SPECIAL MEETING  
MARCH 3, 2021**

**DRAFT**

**MEMBERS PRESENT:** Sandy Donovan, Bob Hanvey, Tammy Beal, Greg Durbin

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** None

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**CALL TO ORDER**

Bob Hanvey called the meeting to order at 3:00 pm.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

NONE

**APPROVAL OF AGENDA**

Tammy Beal motioned to approve the agenda. Greg Durbin seconded. **Motion carried.**

**PERSONNEL POLICIES**

Greg Durbin expressed his thoughts saying that when he suggested forming a committee to look at our policies and integrity of them it was his intention to have a closed meeting so that we could openly and freely discuss issues without hurting any feelings. He suggested that the staff and elected officials should submit suggestions and ideas for the personnel handbook. He prefers a closed meeting for this not an open meeting.

Sandy Donovan agrees but says the staff needs to hear some of the conservation. She stated that we have to mitigate this issue or we will be repeating it.

Tammy Beal would like Sandy Donovan to move into the office that will be vacated by the assistant assessor. She stated that we have followed all of MIOSHA's rules except spacing people six feet apart, such as in the treasurer's office. She would also like to look into the programs such as EagleView for doing the field work because of safety reasons for the person going out in the field. Other townships use these and they find that they are accurate and safer.

Bob Hanvey thinks we need a person to go out and do fieldwork. He also said that there is a new software that if you take a tablet out in the field with this program you can take pictures and bring it back to the office, plug it in to the computer and it will upload the data.

Tammy Beal requested that Charlie Decator's name be removed from the assessor's computer.

Discussion went back and forth about the word "supervisor" in the Marion Township Personnel Policy. It was decided to leave the handbook the way it is and the supervisor will continue to be over the assessor, the assistant assessor and the zoning administrator. It was also agreed upon to tweak the job description

of assistant assessor, advertise right away for a new one and bring the revised job description back to the entire board for approval.

**CALL TO THE PUBLIC**

Tim Ryan of 459 E. Davis said that it was really hard for him to hear today. Sandy Donovan explained that usually we have microphones.

**ADJOURNMENT**

Motion by Greg Durbin at 4:54pm to adjourn, supported by Sandy Donovan. Motion carried.

Submitted by: Tammy L. Beal

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Tammy L. Beal, Township Clerk    Date

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Robert W. Hanvey, Township Supervisor    Date