Special Beavercreek Trustee's Meeting

Thursday, May 1, 2014

Ms. Graff called the Special Trustee Meeting to order at 1:02 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens was also present. Staff present: Township Administrator Alex Zaharieff Fire Chief David VandenBos, and HR Manager Trish Gustafson.

The Purpose of this Special Meeting is to meet in **Open Session** to continue discussions and narrow the scope of an operational organizational performance audit.

Township Administrator Alex Zaharieff told the Board that he was contacted by another interested party, who were watching the Minutes online, regarding the Performance Audit. Although after the deadline, Mr. Zaharieff wanted to pass the information from Mosaic Strategic Partners, on to the Trustees.

Mr. Kretz passed out highlighted copies of his 3rd Party Organizational Review sheet where both the Dr. Gruys and Mr. Novak's teams might best be utilized for the performance audit for the township. General discussion occurred regarding the review sheet and who was to be included – salaried people and support staff. Mr. Kretz recommended that out of the four consultants to return RFP's, that there is a distinct difference between an HR audit and an operational performance audit. He felt that Dr. Gruys had experience in HR management and organization processes. The issues that he felt Dr. Gruys would be best suited for a deeper look into our handbook and the items highlighted in yellow on the review sheet. The fact that she works at Wright State University and provides an opportunity to partner with grad students from the college appealed to his position of it being a joint project that might save the township money.

On the operational performance audit, Mr. Kretz suggested the Novak Consulting Group provide a proposal based on the aspects from the review sheet highlighted in blue. He suggested it was a place to start and if the cost is excessive, the Trustees can narrow down the scope from there. Discussion occurred regarding implementation and a time study to be completed by the consultant so that all entries are the same across the board.

Discussion occurred regarding information Mr. Paxson is looking for in the audit. Mr. Paxson stated that he would like to know who is doing what and how long it is taking, as well as possible places to outsource. Mr. Kretz stated that he is looking at succession and HR policies and practices and if we are compliant. The best answer is yes we are doing things right.

General discussion occurred regarding cost and value of the audit and on an employee level, are we lacking, doing things right, or over doing things. Discussion occurred regarding the two companies (Gruys/Novak) and how much money it might cost and the potential timeframe.

Looking at the HR audit on the review sheet discussion occurred and it was decided that letter (g) Succession Planning Practices – should read (g) Succession Planning Practices (All Departments Across the Township), and under (g)(i) delete Department Level.

Discussion occurred regarding sending out new RFP's to the two companies based on the highlighted areas on the review sheet, with the objective being that as money decreases, we have to spend in our limits and take an outside look at what we do. Discussion occurred regarding an IT audit and that the topic of having outside firms come in to look at our IT operation is separate from this organizational audit.

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The Fiscal Officer asked if the money for the audits were coming out of the General Fund, as she did not want to assume and wanted the Trustees to clarify. Yes, the money will come out of the General Fund.

Ms. Graff stated that the township received only four responses to the RFP and with a new addition today, should the Trustees open it up to more firms. Administrator Alex Zaharieff stated that the Trustees should pick two (2) companies from the list of four to do the work IF they are splitting the audits between an HR audit and an Operational Organization audit.

2014-175 Mr. Kretz made a motion to have the Township Administrator prepare an RFP for an HR Performance Audit between the Township and Dr. Gruys, with the items highlighted in yellow on the review sheet as the criteria for cost and evaluation. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-176 Mr. Kretz made a motion to have the Township Administrator prepare an RFP for an Operational Organization Performance Audit between the Township and the Novak Consulting Group, with the items highlighted in blue on the review sheet as the criteria for cost and evaluation, and including all salaried employees and the five township support staff positions. Mr. Paxson seconded. Discussion occurred. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Ms. Graff thanked Mr. Livesay for coming to the meeting and said that we'd keep the Mosaic proposal on file, but that the township decided to stay within their current RFP parameters.

2014-177 Mr. Paxson made a motion to Adjourn at 2:01 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____