



Detroit Water and Sewerage Department Meeting Minutes - Final Human Resources/OD Committee

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Monday, April 3, 2017

12:00 PM

5th Floor Board Room, Water Board Building

Human Resources Committee Meeting

1. CALL TO ORDER

Chairman Davis called the meeting to order at 12:05 p.m.

2. ROLL CALL

Present: 4 - Linda Forte, Mary Blackmon, John Henry Davis and Jane Garcia

3. APPROVAL OF AGENDA

Chairman Davis requested approval of the agenda.

A motion was made by Commissioner Linda Forte, seconded by Commissioner Mary Blackmon that the agenda be approved. The motion carried by a unanimous vote.

4. APPROVAL OF MINUTES

Chairman Davis requested approval of the minutes of March 13, 2017.

A motion was made by Commissioner Jane Garcia, seconded by Commissioner Mary Blackmon that the minutes be approved. The motion carried by an unanimous vote.

5. PUBLIC PARTICIPATION (3 minutes per speaker)

There were none.

6. UNFINISHED BUSINESS

A. Draft BOWC Technical Advisor

The item was postponed until a later date.

B. City Shared Services Update

[17-0078](#)

Shared Services Billing 2017

Sponsors: Financial Services

Attachments: [Shared Services Billing 2017](#)

Michael Huber, Public Finance reported the billing summary for 2017.

This Communication or Report was received and filed.

Dan Rainey, IT Director provided an update on the payroll system and HR.

- City's new HR management system –Ulti-Pro
- City's current HR systems – Oracle and Work brain
- Financial system implementation (HR and Payroll)
 - Configure system, parallel test, abstract data (old to new)
 - Mock payroll process
- Identifying DWSD core staffing
 - Training of core modules-April
 - Anticipate full integrative testing-May
- Work brain server migration period- April 10th
 - Plan parallel test
 - Kiosk - HR to run timekeeping test
 - Launch slated between July and September
 - Go-live slated for Sept/Oct
- New System expectation - 2018

C. Collective Bargaining Agreement (CBA)

- Number of DWSD Contractors
- Retirees in 2016
- Anticipated retirees in 2017

Director Brown will provide the retiree information at the Board's workshop.

George Pitchford, Attorney with Allen Law Group reported on the focus of the CBA's:

1. CBA's align with the Memorandum of Understanding (MOU)
2. CBA's Strategy

D. Employee Personnel Assessment

- Draft HR Consultant (RFP-April)

This item was postponed until a later date.

E. Recruitment Strategy Update

This item was postponed until a later date.

7. NEW BUSINESS**A. Status Report**

[17-0079](#)**Status Report-March****Sponsors:** Chaney**Attachments:** [Status Report March 2017-Revised](#)**B. Executive Compensation - Legal Opinion**

This item was postponed until the next meeting.

C. Draft Position Description - Director

This item was postponed until the next meeting.

8. NEXT MEETING

May 1, 2017 at 12:00 p.m.

9. OTHER MATTERS

Chairman Davis inquired about the status of the labor unions and the vacation payout policy. Director Brown replied the item will come before the committee at its next meeting.

10. ADJOURNMENT

Chairman Davis requested a motion to adjourn.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Linda Forte that the meeting be adjourned. The motion carried by an unanimous vote.

There being no further business, the meeting adjourned at 1:11 p.m.