

**CHARTER TOWNSHIP OF SUPERIOR BOARD
WORK SESSION
MAY 19, 2025
APPROVED MINUTES
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1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board of Trustees was called to order by Supervisor Emily Dabish Yahkind at 5:30 p.m. on May 19, 2025, at the Superior Charter Township Hall, 3040 N Prospect Rd, Superior Charter Township, Michigan.

2. ROLL CALL

The board members present included Supervisor Emily Dabish Yahkind, Clerk Angela Robinson, Treasurer Lisa Lewis, Trustee Sarah Devereaux, Trustee Dana Greene Jr., Trustee Brenda McKinney, and Trustee Ken Schwartz.

Absent: None

3. ADOPTION OF AGENDA

The motion was made by Trustee McKinney and supported by Clerk Robinson to approve the agenda.

The motion carried unanimously.

4. CITIZEN PARTICIPATION

None.

5. DISCUSSION

A. PERSONNEL MANUAL

The board discussed extensive revisions to the Township's personnel manual. The revisions were led by Trustee Devereux and Supervisor Dabish Yahkind, who aimed to eliminate redundancy, update policies to align with current employment laws and HR best practices and improve clarity and tone—particularly regarding performance evaluations, employee discipline, and workplace conduct. Notably, changes were made to make the manual more respectful while addressing gaps such as the lack of veteran employment protection and outdated or contradictory policies. The discussion also raised concerns about the lack of a clear, standardized procedure for merit-based salary increases, prompting agreement that a formal process should be implemented. The board emphasized the need for a fair and documented approach to employee compensation and conduct, including methods to handle misconduct by elected officials and their deputies—even if legal remedies are limited. Members also agreed the revised manual should be reviewed by an HR or personnel law expert, with potential future input from department heads and a yet-to-be-hired HR professional.

B. JOB ANALYSIS FOR TOWNSHIP ROLES WITH FINANCIAL OVERSIGHT

Board members discussed the need for a comprehensive job analysis to clarify the roles and responsibilities of all township positions with financial oversight, including duties, skill sets, and skill gaps. The lack of clear role definitions has hindered effective compensation benchmarking and organizational planning. Specific confusion exists within the utility department, particularly regarding accounting responsibilities and the use of outdated systems such as QuickBooks instead of BS&A, which creates inefficiencies. The board agreed that an external, unbiased party should conduct the job analysis to avoid conflicts of interest, with potential collaboration from nearby townships or the county. Supervisor Dabish Yahkind will coordinate initial outreach, and the board intends to formally present the proposal for approval at the following regular meeting to ensure transparency.

C. CRITERIA FOR EVALUATING WHETHER TO EXTEND OR RETIRE THE HIRING FREEZE

During the working session, board members discussed evaluating the hiring freeze amid ongoing financial uncertainty, with particular attention to the utilities department. While the township's overall financial picture remains unclear—due to the township's financial audit still being in process and the absence of a finalized fund balance, there was consensus that utilities, which operates on a separate and relatively healthy budget, may warrant exemption from the freeze. Concerns were raised about past legal costs, upcoming capital improvements, and the need for cautious fiscal planning. The board discussed more structured oversight of employee overtime. The board agreed to bring forward, to the following regular meeting, a motion authorizing the supervisor to hire one permanent utility worker. It was also suggested that the hiring freeze be extended until June 30, 2025.

6. ADJOURNMENT

The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Angela Robinson, Clerk

Emily Dabish Yahkind, Supervisor