

Minutes

Cascade Charter Township
Governance Committee
Wednesday June 22, 2022
9:00 A.M.
5920 Tahoe Dr. SE

ARTICLE 1. Call the Meeting to Order

Treasurer Pierce called the meeting to order at 9:01 A.M.
Members Present: Clerk Slater, Trustee Noordhoek, Treasurer Pierce
Others Present: Township Manager Swayze

ARTICLE 2. Approval of the Agenda

Motion was made by Clerk Slater to approve the current Agenda. Supported by Trustee Noordhoek. Motion carried 3 to 0.

ARTICLE 3. Approval of the May 25, 2022 Meeting Minutes

Motion was made by Clerk Slater to approve the May 25, 2022 meeting minutes as written. Supported by Trustee Noordhoek. Motion carried 3 to 0.

ARTICLE 4. Conflict of Interest Policy and Form

Manager Swayze provided the conflict-of-interest policy from the staff personnel manual and Trustee Noordhoek provided one that he gave the Planning Commission the previous year. Manager Swayze said he would contact Foster & Swift to get a copy of a different form they had given Trustee Noordhoek. He also said he would ask them about recommendation on forms and policies it may be beneficial for the township to adopt related to conflicts of interest. He will also request they attend the next Governance meeting to discuss their recommendations. Specific topics they will seek advice on include the difference in disclosing conflicts of interest with paid employee's vs elected officials vs contractors/vendors and conflicts of interest in relation to election workers. Treasurer Pierce suggested checking with MTA to see if they have any input. Manager Swayze said he would contact Foster & Swift before the next meeting and provide their recommendations to the members in the packet.

Treasurer Pierce tabled the discussion until Manager Swayze is able to provide them with additional information.

ARTICLE 5. Township Uniform Policies

Manager Swayze shared that there is a staff dress code and appearance policy in the personnel manual but there are also some individual department policies. The fire department has a detailed, written policy that shouldn't need any changes but the Building Department's policy isn't detailed and the Buildings and Grounds Department doesn't have a written policy. The Building Department has a written policy but it

references the overall township personnel policy and will need to be rewritten to include safety items like steel toe boots

In the past, the township has provided polos to office staff and Buildings Department employees as a nicety, but they were not to address a safety issue. The Buildings and Grounds Department staff wear steel toe boots and bright, high visibility shirts to address safety concerns, but that will need to be put into writing.

Clerk Slater explained that she saw the polo shirts and other township branded clothing as adding value and thought that it made the Building Department more recognizable when visiting job sites. Trustee Noordhoek disagreed and referenced what a representative from Foster & Swift had said at a previous meeting about how uniforms should be wearable only when on the job and not something staff would want to wear outside of work. Manager Swayze agreed that the Foster & Swift representative said that, to be considered a uniform that the township would pay for, they would need to require staff to wear it at all times at work and, if they aren't requiring it to be worn, the township can't pay for it.

Trustee Noordhoek believed that the township's employee identification card should be sufficient to legitimize Building Department visits and was not in favor of using clothing that was 'branded' or 'embroidered' that staff would willingly wear outside of work. He said that, if they had a conflict-of-interest form in place, it wouldn't have taken so long for residents to uncover that the previous supervisor was fulfilling the branded items through his company.

Manager Swayze said he would talk to Foster & Swift about uniform policy recommendation and request they attend the next Governance Committee meeting to talk about both the uniform policy and conflict of interest certification.

ARTICLE 6. Public Comment

There were not any visitors who wished to speak.

ARTICLE 7. Adjournment

Motion was made by Clerk Slater to adjourn. Supported by Trustee Noordhoek. Motion carried 3 to 0. The meeting was adjourned at 9:19 A.M.

Approved by the Governance Committee -