

NORTHFIELD TOWNSHIP BOARD AGENDA
***** NOTICE OF SPECIAL MEETING *****
September 7, 2016 - - 6:15 PM
8350 Main Street

CALL TO ORDER
PLEDGE/INVOCATION
ROLL CALL
ADOPT BALANCE OF AGENDA
CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
CORRESPONDENCE and ANNOUNCEMENTS

AGENDA ITEMS:

1. Hiring of Temporary Office Assistant / Trillium Staffing Service Agreement

2nd CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

- ✦ *Analytical and detail-oriented professional with experience coordinating, planning, and supporting daily operational and administrative functions. Seeking a position where I can excel as an Office/Administrative Assistant role.*

Skills & Abilities

- Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres.
- Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.
- Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and managing, arranging, and coordinating executive calendars, contacts, conference bridges, appointments, and luncheons/events

Work Experience

- ***Lockwood Clinic, Keego Harbor, MI (July 2006 – August 2016)***
 - Typed documents such as correspondence, drafts, memos, and emails
 - Prepared reports weekly for management
 - Opened, sorted, distributed incoming messages and correspondence
 - Purchased, maintained office supply inventories, and adhere to budgeting practices
 - Greeted visitors and determined to whom and when they could speak with specific individuals
 - Answered multi-phone lines and scheduling patients
 - Processed medical and patient billing
- ***Suttons/Isenbarg Cleaning, Self-Owned, MI (JUN 2004 – Present)***
 - Maintained and cleaned offices, restrooms, personal homes while completing other duties as required.

→ References available upon request

**KENNETH P. LOCKWOOD, D.C.
2030 CASS LAKE ROAD
KEEGO HARBOR, MI 48320
248-682-5010**

February 22, 2016

RE: TABATHA ISENBARG

To whom it may concern:

Tabatha Isenberg has been my office manager since 2006. She started with no prior experience to the position and through hard work and perseverance has become a most valued and prized employee.

Tabatha has a willingness and ability to learn and apply new skills. She is a remarkable self-starter and always finds solutions to complex problems.

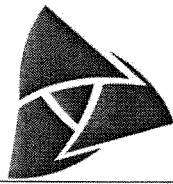
She is honest, hardworking and pleasant. In the setting of dealing with the public she has demonstrated remarkable people skills.

If and when she ever leaves this position, she will be dearly missed by my patients and me alike and would always have the option to return.

Sincerely yours,



**Kenneth P. Lockwood, D.C., C.H.C.Q.M., F.A.B.Q.A.U.R.P.
Diplomate: National Board of Chiropractic Examiners
American Board of Quality Assurance and Utilization Review Physicians**



SERVICE AGREEMENT

Thank you for choosing Trillium Staffing to assist with your staffing needs.

Agreement: Upon introduction of a Trillium candidate to Northfield Township (hereafter referred to as Client), Client agrees it will not make a direct offer of employment to a Trillium candidate outside of the terms of this agreement for a period of one year from the date of Trillium referral.

Billing Information: The hourly bill rate will be calculated at 1.65 times the established pay rate. Any hours over 40 per week will be billed at 1.5 times the regular bill rate. The hourly bill rate includes: employee's wages, workers' compensation insurance, unemployment insurance, FICA, paid holidays and paid vacations (when eligibility requirements are met), and service fees.

Hiring a Trillium Employee: Trillium incurs substantial costs to recruit, screen and evaluate the skills of each employee. Should Client choose to hire a Trillium employee before the employee has completed four months on assignment with the client, a placement fee will be incurred. The placement fee will be calculated at 25% of the annual compensation of the position. The placement fee will then be discounted 25% for each month the employee worked on assignment with Client. When compensation includes commissions, bonuses or other types of variable compensation, the fee will be based upon a fair estimate of total annualized wages.

Client is obligated to pay the fees set forth above if a Trillium employee or candidate is hired for any position within the client company within one year of the date Trillium referred the employee to the Client, or within four months of the contract assignment end date (if assigned). The client also agrees not to transfer any Trillium Staffing employee or candidate to the payroll of any other company or employment service. This agreement will be binding also on any subsidiary, affiliate, or organization directly or indirectly related to the client.

Employee Safety and Welfare: Employee safety and welfare are Trillium's top priorities. Providing a safe and respectful work environment is also one of the best ways we can keep good employees on the job and directly control costs, both yours and ours. With this in mind, Trillium employees are only to be assigned to duties that are consistent with their skills and abilities as defined by the job order. Our employees are not to operate motorized vehicles or mobile equipment unless we are previously notified. We ask that you orient our employees to your work environment and train them on hazards associated with their job. Please make us aware of any personal protective equipment (PPE) our employees will be required to wear. We ask to be notified if one of our employees is working unsafely or acting in an unusual manner. Please notify us immediately in the event of any report of discrimination, harassment or injury to a Trillium employee. If there is an emergency, please coordinate proper medical care. For us to handle alleged claims and investigations properly and expediently, we ask that you share with us copies of any accident/incident reports, training records, investigatory materials and/or witness statements you may have or produce regarding any Trillium employee as soon as practicable.

Indemnification: Trillium is responsible for the Workers' Compensation claims of its employees. Client is responsible for supervising Trillium employees while assigned to it and retains full control over the means and methods of their activities. If a Trillium employee is in a supervisory or managerial role, Client acknowledges its responsibility for any and all acts or omissions of any Trillium employee in that role. To the fullest extent allowed by law, unless resulting from Trillium's negligence, Client agrees to indemnify and defend Trillium from any claims, demands, losses or liabilities arising out of the acts or omissions of Trillium employees assigned to Client.

Payment Terms: Client agrees to the NET UPON RECEIPT terms and understands that unpaid balances will be considered in default after 60 days. For any balances after this time period, a default charge of 1-1/2% will be assessed per month on unpaid balances. The annual percentage is 18% or the maximum legal interest rate whichever is lower. Client agrees to pay the default charge and reasonable fees for the cost of collection.

Printed Client Representative Name & Title

Printed Trillium Representative Name & Title

Client Representative Signature

Trillium Representative Signature

Date

Date



Cash/Property Release Form

Customer agrees to release and hold harmless Trillium from any and all claims arising from the loss of, loss of the use of, or damage to cash, negotiable instruments or other property which has been entrusted to the care, custody or control of Trillium employees.

The undersigned is an authorized representative of Customer and hereby agrees, on Customer's behalf to release.

Name of Customer

Authorized Customer Signature

Date

Print Name

Title