



MEMORANDUM

From the Office of the
Township Manager

TO: BOARD OF SUPERVISORS
FROM: CHRISTOPHER BASHORE
RE: PROPOSAL FROM ROSEANN MCGRATH TO SERVE AS AN HR CONSULTANT FOR
WEST GOSHEN TOWNSHIP.
DATE: MARCH 19, 2024

Before the Board of Supervisors this evening is a proposal from Roseann McGrath to serve as a Human Resources Consultant for West Goshen Township. Please be advised that this proposal would not be a replacement for our current Human Resources Director for in-house administration or the Township's appointed labor counsel, but intend to supplement those individuals. Ms. McGrath brings with her extensive municipal experience, including over 20 years as the Director of Human Resources for Lower Merion Township, and has served many area municipalities. Our intention in working with Ms. McGrath to assist in any modifications to the Township's policies, evaluation of our existing salary structure and performance management system, conducting employee training when necessary, and other employee-related matters as necessary.

Please let me know if you have questions. Thank you.

Roseann J. McGrath

October 24, 2023

Chris Bashore
Township Manager
West Goshen Township
1025 Paoli Pike
West Chester, PA 19380

Dear Mr. Bashore,

I am in receipt of your email dated October 21, 2023, regarding the Township seeking Human Resources (HR) Consulting services. I am submitting this letter/proposal and my Curriculum Vitae (CV) regarding any needs the Township may have for HR assistance.

By way of background, I retired from Lower Merion Township (LMT) in June 2017 where I was their Human Resources (HR) Director for 22+ years. I stayed on with LMT part-time to assist through the transition and wrap up special projects until July 2018. Since June 2017, I've been providing HR consulting on a myriad of HR matters such as talent management acquisition/recruitment for municipal managers, assistant municipal managers, police and fire chiefs, and senior level positions, employee relations, training, contract negotiations, policy writing, Covid-19 guidance, etc. to several surrounding municipalities including, but not limited to, Abington, Caln, Chadds Ford, Easttown, East Whiteland, Kennett, Lower Frederick, Limerick, Lower Providence, Lower Gwynedd, Montgomery, New Garden, Radnor, Towamencin, Tredyffrin, Upper Uwchlan, Uwchlan, Upper Moreland, Upper Providence, Upper Merion, Upper Darby, Westtown, and Worcester Townships as well as Chambersburg, Schwenksville, Malvern, Oxford and Brookhaven Boroughs and an extremely busy doctor's office.

I pride myself as a trusted advisor, subject matter expert, and seasoned professional with 35 years of HR experience (28 years in municipal management), where I served as a member of LMT's senior/executive leadership team, as a proactive strategic partner. I was accountable for ensuring the Township was compliant with federal, state, local laws, Civil Service Rules & Regulations, and the Municipal Records Retention Act. I managed all HR functions in recruitment/retention, policy and procedures development/implementation, compensation, payroll, benefits, pension, wage and salary administration, labor/employee relations, organizational training and development, safety and wellness programs, labor/contract negotiations for over 500 employees and two labor unions – the Fraternal Order of Police and a local union, the Workers Association. I managed a healthcare budget of 12 million dollars for 1,100 lives and four pension plans (two Act 205 defined benefits plans - Act 600 for police and one for non-police), deferred compensation 401a Plan and 457 Plan for 300 pensioners.

I continue to navigate the HR legal landmine of what I refer to as “alphabet soup,” i.e., ACA, ADEA, ADA, COBRA, FMLA, FSLA, HLA, HIPAA, PHRC/EEOC, USERRA, WC, Title VII, Acts 111 & 195, etc. HR's role in this litigious society is critical so that all employees know what their rights, obligations and expectations are and to ensure that all employees are treated fairly and consistently, not arbitrary, or capriciously. I pride myself on my ability to partner with all in a proactive, strategic manner to value everyone. I am the catalyst to promote a safe work environment, fairness, open communication with empathy and compassion while earning mutual trust and respect with all levels of the organization, vendors, and taxpayers (residents). I am committed to excellence, quality performance and legal compliance.

Roseann McGrath
West Goshen Township
Page 2

I am a detailed oriented individual, able to handle diverse projects simultaneously and harmoniously with various groups. I am an autonomous independent individual who is a self-starter. I have excellent interpersonal, organizational, written, and verbal communications skills. As an enthusiastic, energetic person, I welcome a progressive and dynamic environment where I can make a difference and effectuate change. I am motivated by any challenge where I can utilize my leadership abilities and influence the long-term success of an organization. I enjoy a challenging environment where I can utilize my ability to handle diverse projects.

As you review my CV and background, you will see that my professional and personal knowledge, skills, abilities, and experiences are qualifications that can be further utilized. People are my Passion ~ to serve all with Compassion. I am passionate about what I can bring to the table while being appreciative of the collective interest. Thus, as a trusted advisor not only in the southeast PA area, but also with the PA Municipal League, I started my "next chapter" to offer HR assistance to other communities. Civic involvement and giving back to the community are especially important to me. I am proud to be an instructor for Penn State University and for the PATH program with PA Municipal League as well as my published HR Best Practice Article in the Municipal Reporter. I have extensive experience in presenting a myriad of engaging HR related training and topics. I am very involved with the Southeast PA HR Alliance (SEPHRA), Society of Human Resources Management (SHRM), Public Employer Labor Relations Advisory Service (PELRAS) and Main Line Chamber of Commerce.

My hourly rate is \$125, billed in quarter-hour increments and invoiced monthly. I would be honored and excited to assist you and West Goshen Township for as long is needed. I'll be glad to provide my certificates of general and professional liability insurance. Thank You in advance for your consideration. If you require further information or have any questions, do not hesitate to let me know.

Sincerely,



Roseann McGrath

Attachment