

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

January 15, 2021

7:30 AM

I. Call to Order: Meeting was called to order at 7:34 AM

II. Roll Call - Attendance:

Present: Bryan Hardy, Dave Ciganick, and Dan Bennett

Absent: None

Staff Present: Cathy Odom, Treasurer; Nicole Essad, Clerk; Bradley Keiser, DWP Supervisor; and Bill Drollinger, Police Chief

III. Approval of Agenda: The agenda was approved as presented.

Motion by Ciganick, seconded by Hardy to approve the agenda as presented. Motion Passed by unanimous voice vote.

IV. Approval of Minutes – December 4, 2020: The minutes of the December 4, 2020 meeting were approved as presented.

Motion by Hardy, seconded by Ciganick to approve the minutes of the December 4, 2020 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business

- a. Employee Reviews:** Note: Recording Secretary/Clerk Essad was not in the room while the other employees were reviewed. Chief Drollinger was the first employee to be reviewed. It was the consensus of the Committee that his review was satisfactory. Treasurer Odom was the next employee to be reviewed. It was the consensus of the Committee that her review was satisfactory. DPW Supervisor Keiser was the third employee to be reviewed. It was the consensus of the Committee that his review was satisfactory. Clerk Essad was the last employee to be reviewed. It was the consensus of the Committee that her review was satisfactory. Once all reviews were completed Treasurer Odom, DPW Supervisor Keiser, and Clerk Essad were back in the room.

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VIII. New Business

- a. **BCBS Rates:** Trustee Ciganick stated that he asked the employees if they were happy with the current insurance and the employees stated yes. He also stated that with the rates being as low as they are, that the Village should keep it as it is. Chairperson Bennett stated that a lot of strikes happen over insurance. Treasurer Odom explained that the rates increased about 2.29% or about \$350 a month. She also stated that there are different options that can be researched if the Village wanted to switch.

Motion by Ciganick, seconded by Hardy to recommend to Council to accept the BCBS rate increase and leave coverage as it is and to build those rates into the 2021-2022 budget. Motion Passed by unanimous voice vote.

- b. **2021-2022 Budget:** Treasurer Odom presented the final draft of the whole proposed budget. She stated that there were a few adjustments she needed to make to it. Trustee Ciganick asked when there would be discussion about line items within the budget. Treasurer Odom stated that sometime this Committee goes line by line and reviews the budget, or the Council can discuss it at the next meeting. She then stated that the public hearing would be held later. Clerk Essad stated that at the public hearing there is a discussion about the budget. Trustee Ciganick stated that he thinks that this Committee can discuss the budget. He stated that he has some questions. Trustee Hardy stated that in the past this Committee went through the budget and it streamlines the process. Chairperson Bennett asked Treasurer Odom when she can be ready to discuss this. Treasurer Odom stated that she can be ready whenever this Committee is. Trustee Ciganick stated that some of his questions can be asked to staff. He also stated that one of the reports Treasurer Odom gave to this Committee was a labor report. Treasurer Odom stated this was there in case this Committee want to give out merit pay. Trustee Ciganick stated that was normally done closer to the end of the fiscal year. Treasurer Odom stated that yes, there would need to be another meeting for that closer to the end of February. Trustee Ciganick also stated that Treasurer Odom had to estimate the revenues when making the budget because the numbers are not generally out when the Village had to go through the budget process. Treasurer Odom stated the numbers are available officially in April/May. Trustee Ciganick asked if the Village could move its fiscal year so that Village can have a better idea on revenue. Trustee Hardy stated that it makes sense. Trustee Ciganick asked staff to research how to change the fiscal year. Clerk Essad stated that there are ways that this can be done, but research is needed.

IX. **Correspondence/Reports:** None presented.

X. **Member/Public Comment:** Chairpersons Bennett stated that he sent an email to trustee Boyd about a Facebook post. He also stated that he would like to have a Code of Conduct for the

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Village, not only for staff but for elected and appointed officials as well. Trustee Hardy asked if Chairperson Bennett could make a statement at the next Council meeting that Trustee Boyd's comments are not the position of the Village. Trustee Ciganick stated he thought that the Village needs to expand the ethics guidelines. Treasurer Odom stated that she reviewed the social media policy and she and Clerk Essad will work together on this.

Trustee Ciganick stated that he has emailed with Dewitt's about them possibly selling their portable bathrooms. He would like DPW Supervisor Keiser to look at them.

XI. Adjourn: The meeting was adjourned at 8:30 AM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____