

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

February 23, 2021

7:30 AM

I. Call to Order: Meeting was called to order at 7:32 AM

II. Roll Call - Attendance:

Present: Bryan Hardy, Dave Ciganick, and Dan Bennett

Absent: None

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

III. Approval of Agenda: The agenda was approved as amended: adding New Business item a. Part Time Cemetery Employee.

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

IV. Approval of Minutes - January 15, 2021 and January 18, 2021: The minutes of the January 15, 2021 and January 18, 2021 meetings were approved as presented.

Motion by Ciganick, seconded by Bennett to approve the minutes of the January 15, 2021 and January 18, 2021 meetings as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business

- a. Merit Pay:** Clerk Essad stated that there should be a policy in place for merit pay. She stated that a set of rules was discussed at this Committee but were never approved by Council. She further explained that in the past it was a certain percent of the employees' wages but then February 2020 this Committee suggested that a not to exceed amount be used (\$5,000). She asked this Committee if they wanted to use the evaluation scores as a percentage of the employees' wages or if there was an amount that this Committee wanted to use divided up based upon the evaluations. Clerk Essad stated that if it is a percentage of wages then if someone who makes more gets a lower evaluation score then they may be getting more merit pay than someone who makes less, but received a higher evaluation score. She also suggested that this Committee set the merit pay for this year but direct staff to draft a policy that outlines the rules for merit pay to be used in future years. Trustee Hardy stated that he was always

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

challenged by giving someone merit pay based upon what they were making, but that he can see both sides of it. He asked how it was done in the past. DPW Supervisor Keiser stated that it was a percentage of the annual wages the employee made. Treasurer Odom stated that the percentage was based upon the evaluation score. Trustee Ciganick stated that it is based upon wages and it always has been. He stated that if you had an evaluation score of 3.0 -3.5 there was a 0.5% multiplier times the wage, and someone had to work it back and forth to be sure that the total allocated for merit pay was not exceeded. He stated that is why the multipliers have fluctuated through the years. He stated that one of the criteria was the employee had to be employed on March 1st of that fiscal year. Trustee Ciganick further stated that the first step is to determine how much is available to give for merit pay, and then how to divide into percentages that so that it does not exceed that amount. He stated that it looks like it was determined that for every 0.5 increase in evaluation score the percentage would increase by 0.25. Treasurer Odom stated that she sent the Committee a budget report and that once the budget amendments were implemented, she stated that the budgets look good. She further stated that none of the rules that were discuss at this Committee have been approved by the Council. She stated that Council approved merit pay, but not the rules to determine it. Trustee Ciganick asked how the cap at \$5,000 came about, because it seems to him that it should be looked at every year because the budget changes. DPW Supervisor Keiser stated that he thought the \$5,000 came up last year when this Committee was discussing if there was going to be merit pay, and that Trustee Ciganick stated that there should be at least \$5,000 to give merit pay. Treasurer Odom clarified that it was up to \$5,000. She further stated that she looked at the Total lines to see if there were amounts available for merit pay. Clerk Essad stated she believes that the \$5,000 came up because that was the amount done the previous year. She also stated that this Committee can direct staff to come up with a merit pay policy that outlines all these rules and take that to Council for future year, and this Committee needs to figure out this years' merit pay as well. General discussion was held regarding the total lines within the budget. Treasurer Odom stated that the budget was in good standing for merit pay. Trustee Ciganick stated that this Committee could pick a number and make the percentages of wages fall just under that number. Trustee Ciganick stated that he was good with keeping it at \$5,000. Chairperson Bennett stated that he agreed. Trustee Hardy stated that he would like to see it increased because of what the staff had to deal with during the shutdown. Trustee Ciganick then suggested that they have \$6,000 as a cap for merit pay for this year. Trustee Hardy agreed, as well as Chairperson Bennett. Chairperson Bennett also asked Clerk Essad to draft a policy for merit pay. Trustee Ciganick stated that 1. this Committee picks a number based upon the current budget; 2. That the employee must be employed on March 1 of the fiscal year that the merit pay is paid out; 3. employee must receive a 3.0 or higher on the evaluation with the .25% increase for every 0.5 increase in evaluation score; 4. employee must be employed when merit pay is paid and for the entire fiscal year in which merit pay is paid.

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

Motion by Ciganick, seconded by Bennett to recommend to Council that there is a \$6,000 not to exceed for this year's merit pay, and that the rules laid out be used to calculate merit pay for the employees who were employed for the entire fiscal year of 2020-21. Motion Passed by unanimous voice vote.

VIII. New Business

- a. **Part Time Cemetery Employee:** DPW Supervisor Keiser stated that he is trying to get someone crossed trained for the treatment plant, there is the waterline project which requires three people, and there is a sewer line project this summer. He was wondering if Council would consider making the Part Time Cemetery Employee a Village position instead of just at the Cemetery. He stated that it would be 30-32 hours a week to mow the parks/cemetery. DPW Supervisor Keiser stated that while he was laying out the projects, cross training in the treatment plant, and training in general it would be tight to mow the parks, and watering. He stated that it would be a part time seasonal worker for the entire Village not just for the cemetery. He also asked if this position would be able to be offered to the current Cemetery mower. Clerk Essad stated that this was not budgeted for but if the Committee wanted to do this then money for the extra hours could be found somewhere. DPW Supervisor Keiser stated that the current DPW is the smallest crew that the DPW has had, and there are major projects coming up. He stated that pulling a certified water operator off a water project to mow is not logical when a part time person is able to mow. He also stated that training in the treatment plant is 2,000 hours to get certified. Chairperson Bennett stated when the previous part time seasonal mower was working here it worked out well. Trustee Ciganick asked what the allocated number seasonal of hours per week for the cemetery was. DPW Supervisor Keiser stated that it was 20 hours a week for 23 weeks. General discussion was held regarding fringe benefits. Trustee Ciganick stated that there was brief discussion about a third officer which will be a significant amount of money.

Motion by Bennett, seconded by Hardy to recommend to Council to make the part time cemetery position a part time seasonal Village position. Motion Passed by unanimous voice vote.

- IX. **Correspondence/Reports:** Chief Drollinger reported that the Public Safety Committee met yesterday to discuss hiring and putting a third full time officer through the police academy. He stated that he would be interested in putting the intern through the academy with the leftover money in the Public Safety budget. He will be asking for another meeting of this Committee once the process is ready to being to hire her. He stated that by putting them through the academy it would obligate them to work for the Village for five years. He also stated that it is hard to get police officers. He also stated that the Public Safety Committee agreed that a third officer was needed. General discussion was held about the obligation of the officer if the

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

Village sponsors them through the academy and how the Village would pay for the academy and the officer's wages.

X. Member/Public Comment: Trustee Ciganick stated that there was a webinar for Codes of Conduct coming up this week that the members may be interested in.

XI. Adjourn: The meeting was adjourned at 8:18 AM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____