

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES

December 4, 2020

7:30 AM

I. **Call to Order:** Meeting was called to order at 7:30 AM.

II. **Roll Call - Attendance:**

**Present:** Trustee Ciganick, Trustee Hardy, and Chairperson Bennett

**Absent:** None

**Staff Present:** Bill Drollinger, Police Chief, Cathy Odom, Treasurer, and Nicole Essad, Clerk

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

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

IV. **Approval of Minutes – October 27, 2020:** The minutes of the October 27, 2020 meeting were approved as presented.

**Motion by Ciganick, seconded by Bennett to approve the minutes of the October 27, 2020 as presented. Motion Passed by unanimous voice vote.**

V. **Conflict of Interest:** None.

VI. **Public Comment:** None.

VII. **Old Business**

- a. **Annual Employee Reviews:** Chairperson Bennett asked if everyone had a chance to review those and if there were any questions. He then asked what the next step is. Treasurer Odom stated that the next step would be to review the evaluations with the employee, then this Committee would have to discuss wage increase or just cost of living, and the possibility of merit pay. She also stated that she thought that with the new way this is being done, that the DPW Supervisor and the Chief of Police would discuss the evaluations with their employees, or this Committee can do it. Chairperson Bennett stated that he thought that the administrator should talk to the people. Trustee Ciganick stated that one administrator should be there because there should be two people on those discussions. He also stated that he does not think that this Committee does not have enough contact with DPW staff or Police staff to evaluate them, which was why their supervisors did them, but he agreed that one member of this Committee should sit in on them. Chairperson Bennett stated he agreed. He also asked if the Committee understood what he did with the summaries of the evaluations. Chairperson Bennett asked Clerk Essad to set up the meetings. Clerk Essad stated that she can do that, or it would be easier to set up the meeting with one of the Committee members talking directly with the DPW Supervisor and the Police Chief. Trustee Hardy suggested that the ASI can set up tables 10 feet away. Clerk Essad asked if one or two members of this Committee would be discussing the evaluations for the Clerk, Treasurer, DPW Supervisor, and Police Chief. It was the consensus of the Committee to have at least two members of the committee discuss the evaluations for those for.

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### VIII. New Business

a. **Merit Pay Formula:** Chairperson Bennett stated that he thought it was a good idea that to have merit pay, you must have a score of 3.0 or above. Trustee Ciganick stated that this was in place last year and carried over this year. Chairperson Bennett asked Treasurer Odom how much money would be available this year. Treasurer Odom stated that she does not have a concrete number, but she can take a look. She stated that there is still three months of wages. Clerk Essad stated that at last meeting this Committee wanted to discuss this, to see if there needs to be a different formula. Chairperson Bennett stated that the old formula would be fine. Trustee Ciganick stated that we should not pay the merit pay out until the end of the fiscal year. Treasurer Odom stated that last year it was paid out the last week of February. Chairperson Bennett stated that the Committee has the averages of the evaluations to review.

IX. **Correspondence/Reports:** Clerk Essad stated that one employee had to quarantine due to COVID, and she reached out to the Labor Attorney because there was a question of how to pay it. She stated that the labor attorney's advice was to pay it – up to 80 hours- and internally document that it was for the Family First Corona Act and not take it out of vacation time. Chairperson Bennett agreed. Trustee Ciganick asked hypothetically if every employee of the Village ended up in quarantine and could not work, would the Village continue to pay normally hourly or salaries. Clerk Essad stated that it is up to 80 hours and only if that employee cannot work remotely. She stated that Treasurer Odom and herself can work remotely – and can then still be paid normally, but Chief Drollinger cannot remotely be a cop, so therefore the Village would have to pay him up to 80 hours under Family First Act after that point he can take vacation. Trustee Ciganick stated for example if you could do your work from home, it would be up to you if you can do your work based upon how you feel. Chairperson Bennett stated that salary people continue to get their salary and are not charged sick days. Chief Drollinger stated that it is important to understand that the Corona Virus effects people differently. He stated that an employee could work for a few days but then need a week to recover and the last thing we want is for someone to answer the phone when they feel bad.

Treasurer Odom stated she emailed a draft budget to everyone, but she needs to make a few adjustments.

**Member/Public Comment:** Chairperson Bennett asked if anyone watched the Commissioners meeting and he stated that he was proud of the Village. Trustee Ciganick stated he listened to 1 hour and 48 minutes of it.

X. **Adjourn:** Meeting was adjourned at 7:47 AM to the call of the chair.

Minutes compiled by:  
Nicole Essad, Clerk

**Minutes are subject to approval.**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_