

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

May 21, 2020

6:30 p.m.

1. **Call to Order** - Chairman Bennett called the meeting to order at 6:30 p.m.
2. **Attendance** -

Members Present: Chairman Dan Bennett, Trustee Dave Ciganick and Trustee Bryan Hardy

Members Absent: None

Staff Present: Cathy Odom, Treasurer, Bradley Keiser, DPW Supervisor, Bill Drollinger, Chief of Police & Nicole E. Essad, Clerk.

3. **Approval of Agenda** - The agenda was approved as amended, with the additions of Employee Contracts, Handbook Review, DPW Employee Request under New Business.

Motion by Hardy, seconded by Ciganick to approve the amended agenda with amendments. Motion carried by unanimous voice vote.

4. **Approval of Minutes** - The minutes from the April 28, 2020 meeting were approved as presented.

Motion by Hardy, seconded by Ciganick to approve the Minutes of April 28, 2020. Motion carried by unanimous voice vote.

5. **Public Comment on Agenda Items** - None presented

6. **Old Business**

- a) **Part Time Officer Wages** – Chief Drollinger stated that this item was not discussed at the previous meeting, and recommended that the part time officer start at the 2-year starting wage. He stated that this officer would not have any benefits or paid leave. The budget was discussed as it pertained to the wages for the part-time officer. The full-time officer wages were discussed.

Motion by Ciganick, seconded by Hardy to accept the starting rate for the part-time officer at \$17.79 per hour, which is at the 2-year level. Motion carried by unanimous voice vote.

- b) **90-Day Probationary Period** – Chairperson Bennett stated that he has concerns because of fringe benefits. Treasurer Odom stated that the employee handbook states that it is a 30-day probationary period, but when Clerk Essad was hired the committee changed that to a 90-day probationary period. Treasurer Odom stated that this item was on the agenda to see if the Committee wanted to amend the handbook to include a 90-day probationary period for all employees. Treasurer Odom also stated that the employee handbook states that fringe benefits, except the pension program, do not start until after the probationary period is over. She also stated that the pension program starts the first of the month after the date of hire, and therefore the pension program would start regardless of probationary period.

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Chairperson Bennett asks about two different probationary periods. Chief Drollinger stated that all employees are hired at will and can be terminated as such, and that the employee handbook already has a progressive disciplinary policy. Chief Drollinger commented that the entire employee handbook is very confusing and should be reviewed. Chairperson Bennett asked that if the Committee does not change the employee handbook, can Clerk Essad start to have health insurance after 30-days. Treasurer Odom stated that the employee handbook states fringe benefits begin after the probationary period. Trustee Ciganick stated that the Committee should default to the employee handbook, and that the 90-day probationary period was an error, and at this point the employee handbook should be relied upon until such a time as it is reviewed and possibly amended.

Motion by Ciganick, Seconded by Hardy, to advise the Village Council that there was an error made in regards to the 90-day probationary period in reference to Clerk Essad's hire, the Committee would like the 90-day probationary period to be rescinded and use the probationary period as stated in the employee handbook; and request of Council that it allows Committee to review the employee handbook and bring back to Council any recommendations for updates, corrections, or changes. Motion carried by unanimous voice vote.

- c) **Earned Paid Leave** – Treasurer Odom stated that contracts and the employee handbook contradict each other on when an employee can receive paid leave when an employee resigns. She stated that this can be addressed when the employee handbook is reviewed.

No action taken.

- d) **Hiring Policy Review** – Chairperson Bennett stated that Trustee Drollinger stated at a Village Council meeting that the interview process for the clerk's position did not allow the Council to interview applicants. Chairperson Bennett stated that based upon his review of the employee handbook and the hiring policy, if a Councilperson is interested in an interview, then that Councilperson can come to the Committee meeting. Open Meeting Act Notices were discussed for when a quorum of Council members is present at a Committee Meeting and they participate in that meeting. It was also discussed that if a Council member not on a committee knows he/she will attend and participate in a Committee meeting, then it is the duty of that fourth member to relay that information to staff in the appropriate time so that meetings can be properly noticed. DPW Supervisor Keiser stated that Clerk Essad's interview was the first time an administrative position was interviewed by this Committee and not the whole Village Council. DPW Supervisor Keiser stated that Trustee Drollinger stated that employees in an administrative position up until Clerk Essad's interview were interviewed by the whole Village Council. Treasurer Odom stated that the reason the hiring policy was enacted was because of the DPW Supervisor's interviewing process during Village Council meetings. Chief Drollinger suggested that a special meeting be set up for the interviews so the interviews are not taking place during a regular meeting. Chairperson Bennett agrees that a special meeting just for interviewing applicants is a good solution.

Motion by Hardy, seconded by Bennett, to review the hiring policy and amend it to include having interviews at a special meeting at the same time as the review of the employee handbook. Motion carried by unanimous voice vote.

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7. New Business

- a) **Employee Contracts** – Treasurer Odom stated Chief Drollinger’s contract ended in March and it needs to be renewed. She stated that it is a 3-year contract. She also stated that Clerk Essad’s contract needs to be approved and that Clerk Essad’s contract is for 1-year. Treasurer Odom stated that Clerk Essad’s contract needs to be amended to include the 30-day probationary period based upon the motion in this meeting. Chairperson Bennett asked if there were any changes to Chief Drollinger’s contract. Treasurer Odom stated that there were no changes to Chief Drollinger’s contract, except for the dates of the contract and the wage. Chief Drollinger stated that he had no concerns about the contract.

Motion by Hardy, seconded by Ciganick, to accept Chief Drollinger’s employment contract as presented. Motion carried by unanimous voice vote.

Motion by Bennett, seconded by Hardy, contingent upon the Village Council accepting the change in probationary period, then Clerk Essad’s employment contract as amended to include a 30-day probationary period is accepted. Motion carried by unanimous voice vote.

- b) **Employee Handbook Review** – Chairperson Bennett stated that action on the review of the employee handbook was already taken earlier in this meeting.
- c) **DPW Employee Request** – DPW Supervisor Keiser stated that a DPW employee came to him that afternoon and stated that the school was not opening the summer daycare program, which the DPW employee’s children are enrolled in, because of the COVID-19 Pandemic. DPW Supervisor Keiser stated that the DPW employee is requesting to work four (4) 10-hour days until the school re-opens the daycare program, so that the DPW employee can watch his children. Trustee Hardy asked if this would change anything at the DPW. DPW Supervisor Keiser stated that as long as the employee is there 40-hours per week, he sees no problem with it. DPW Supervisor Keiser also stated that this is temporary due to the loss of childcare because of the COVID-19 Pandemic.

Motion by Bennett, seconded by Hardy, that due to the COVID-19 Pandemic DPW employee Gryna will work four (4) 10-hour days until the school re-opens the summer daycare program with DPW Supervisor Keiser’s right to revoke this at any time DPW Supervisor Keiser deems necessary for DPW projects. Motion carried by unanimous voice vote.

8. Discussion Items –

- Using the Council room, with the ability to remain six (6) feet apart, for future Committee meetings was discussed.

9. Communication/Informational

- Chairperson Bennett talked to many people, including calling Representative Cole’s office, about the parks. He stated that the only people allowed in campgrounds are seasonal campers and essential employees; and that Richardi Park is considered a day park and can be used as such. The need for a Village Council meeting to open the play

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equipment at Richardi Park was discussed. Clarification on seasonal campers was also discussed.

10. Member/Public Comment

- DPW Supervisor Keiser stated that Broad Street was completed. They also fixed the corner intersection where there was damage.
- Chairperson Bennett asked about the Maple Street property. Treasurer Odom stated that it is now listed.
- DPW Supervisor stated that the cemetery position was posted today, and that a volunteer mowed it for Memorial Day weekend and it looks wonderful. DPW treated volunteers to lunch today.
- Chairperson Bennett asked about the Veterans' Memorial. DPW Supervisor Keiser stated that it was about ½- ¾ done and that they will try to get the plaque installed before Monday.

11. Adjourn – The meeting was adjourned at 7:12 p.m. to the call of the Chair.

Minutes compiled by:
Nicole E. Essad, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____