

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

October 11, 2022
8:00 AM

I. Call to Order: Meeting was called to order at 8:01 AM by Trustee Ciganick.

Motion by Hardy, seconded by Ciganick to have Trustee Ciganick acting chair the meeting. Motion passed by unanimous voice vote.

II. Roll Call - Attendance:

Present: Bryan Hardy, and Dave Ciganick

Absent: Dan Bennett

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

Public Present: Jerry Wingo, Brett Nelson, and John Forbes

III. Approval of Agenda: The agenda was approved as amended to add a fourth interview at 9:15 AM.

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

IV. Approval of Minutes – October 3, 2022: The minutes of the October 3, 2022 meeting were approved as presented.

Motion by Ciganick, seconded by Hardy to approve the minutes of the October 3, 2022 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business

a. DPW Applicants: The Committee conducted three interviews. Each applicant had his own time slot and were not present for other interviews.

i. 1st Interview – 8:00 AM: Jerry Wingo was the first applicant to be interviewed. The Committee asked various questions of him and explained the various tasks of the job. He explained his answers and his experiences. DPW Supervisor Keiser explained about the benefits and possible overtime work.

ii. 2nd Interview – 8:15 AM: Emerson Root III did not show up to be interviewed. Treasurer Odom stated that if he tried to call, the Village phones are not working.

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- iii. **3rd Interview – 8:30 AM:** Brett Newman was the second applicant to be interviewed. The Committee asked various questions of him and explained the various tasks of the job. He explained his answers and his experiences. DPW Supervisor Keiser explained about the benefits and possible overtime work.

General discussion was held on the two applicants interviewed thus far. General discussion was held about the benefits the Village offers its employees, and the starting wage for the position. Clerk Essad stated that it was interesting that both applicants stated that they were thinking the wage would be about \$20 per hour to start.

Motion by Ciganick, seconded by Hardy to adjourn the meeting until 9:15 am. Motion passed by unanimous voice vote.

Trustee Ciganick called the meeting back to order at 9:15 AM.

- iv. **4th Interview – 9:15 AM:** John Forbes was the last applicant to be interviewed today. The Committee asked various questions of him and explained the various tasks of the job. He explained his answers and his experiences. DPW Supervisor Keiser explained about the benefits and possible overtime work.

The Committee discussed the various applicants interviewed thus far, and how the applicants would be ranked as of right now, knowing that on Thursday, October 13, 2022 there are two more interviews scheduled. DPW Supervisor Keiser stated that he thought it was interesting that everyone thought the start wage should be around the \$20 per hour. Trustee Ciganick stated that he thought it was important to point out the benefits to the applicants as well.

VIII. New Business: None presented.

IX. Correspondence/Reports: None presented.

X. Member/Public Comment: Trustee Ciganick asked about the ice rink. DPW Supervisor Keiser stated that it will be in the EZ rink in the previous location with a couple of volunteers helping to maintain it. General discussion was held about the ice rink.

XI. Adjourn: The meeting was adjourned at 9:30 AM to the call of the acting chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____