

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES January 18, 2023 2:00 PM

I. Call to Order: Meeting was called to order at 2:00 PM.

II. Roll Call - Attendance:

Present: Dave Ciganick, Bryan Hardy, and Dan Bennett

Absent: None

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

Public Present: None

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

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

IV. Approval of Minutes – December 28, 2022: The minutes of the December 28, 2022 meeting were approved as presented.

Motion by Bennett, seconded by Hardy to approve the minutes of the December 28, 2022 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business: None presented.

VIII. New Business

a. Review of Time Keeping & Hours: Trustee Hardy requested this be put on the agenda and he has spoken to the individuals that it effected. He has received comments about not having police officers on, and he wanted to make sure that he was on the same page when he responded to those comments. Trustee Ciganick stated that the council is not in the work place all the time, and he was wondering how to monitor the time employees put in and how to evaluate that. Trustee Hardy stated that people think that trustees hold regular office hours, but he tells them that he is here for committee meetings and council meetings but does not have office hours. Chairperson Bennett stated that he has concerns about that as well, but he thinks that the problem is the Village does not do enough Public Relations.

b. MERS Pension: Treasurer Odom explained that an employee approached her to ask about switching the pension program to MERS. General discussion was held about the current pension plan; how employees would feel about switching; and how long it would take to vest in the new plan. It was the consensus of the Committee to stay with the current plan.

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- c. **Employee Evals/Merit Pay:** Chief Drollinger stated that he did the evaluations for his employees under protest because when the evaluations were implemented, it was a basis for merit pay. He stated that if there is no merit pay, then there should not be evaluations, as they stay with the employee through his/her career. DPW Supervisor Keiser stated that he does not wait to tell his employees once a year what they need to improve on, and he would hope that the Council is not doing that either. He stated that if the Council sees something going on then he wants them to come to him to talk about it at that time and not wait. Clerk Essad explained that she could see it both ways. She stated that it is good to have something in the personnel files denoting performance, but at the same time it should not wait until once a year if something needs to be changed. Trustee Hardy stated that he has always been a proponent of not doing yearly evaluations, but he understands that having something in the employee's file is good. He stated that the current evaluations are overkill because the village manages itself daily. Treasurer Odom stated that she agrees. Trustee Ciganick stated that evaluations come from the private sector and the Council is not around to see what the employees are doing all the time. He stated that the evaluations can go both ways: it can be a negative that follows the employee or a positive. He stated that he thinks that the Village should not do evaluations, and if it needs to base merit pay off something, then this Committee talks about it. General discussion was held about how disciplinary actions are taken right away, have no connection to the evaluations, and are put into the personnel file.

General discussion was held about the staff evaluations, and comments made on those evaluations that confused the staff member it was about. Chief Drollinger stated that there should be an appeal on the evaluations and the comments be changed. General discussion was held about staff keeping records when talking to the public. General discussion was held about not using the evaluations.

Motion by Ciganick, seconded by Bennett to recommend to the Village Council to terminate reviews and exclude this year's documentation. Motion passed by unanimous voice vote.

Motion by Ciganick, seconded by Bennett to recommend to the Village Council to not distribute merit pay this year. Motion passed by unanimous voice vote.

- d. **BCBS Rates:** Treasurer Odom explained that the current Blue Cross Blue Shield rates are increasing by 7.22% with increases to out-of-pocket expenses as well as other expenses to the employee. General discussion was held about the premiums for the employees. She further explained that there are other options for health insurance, including other BCBS plans and Priority Health plans. She explained that the Community Blue plan with a deductible of \$500 has lower out of pocket expenses to the employees and is only raising the current premium by 6.84%, thus saving the Village some money. General discussion was held about which option to choose. Treasurer Odom also explained that the current numbers do not include the newest DPW employee, as the Village did not have to pay for that DPW employee when the position was open. General discussion was held about the Village paying all the increase in rates which a benefit to the employees. General discussion was held about what funds the cost of insurance is in. Trustee Ciganick stated that he thinks that the Village should go with option 1 (BCBS Community Blue with \$500 deductible). Chairperson Bennett asked the staff their opinions.

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Clerk Essad stated that option 1 makes the most sense as it saves the employees and the Village. Treasurer Odom stated that option 1 would be the best option if the Village did not want to make cuts to health insurance.

Motion by Ciganick, seconded by Bennett to recommend to the Village Council to change insurance plan to Option 1 (BCBS Community Blue with \$500 deductible). Motion passed by unanimous voice vote.

- e. **Wage Scale 2023-24:** Clerk Essad explained that the Consumer price index from December 2021 to December 2022 increased 6.0%. This is generally the percentile that is used for the Cost of Living (COL) increases. She then laid out the options for the wage scale. The current wage scale with the COL increase of 6% at each step; then options for a new three-year wage scale. General discussion was held about the new three-year wage scales, and a pay increase to DPW employees who hold a water or sewer license. Trustee Ciganick stated that it does not matter what the Village wants to pay its employees, it comes down to if the Village has the money to sustain that wage increase without the state coming in to take-over in five years. He further stated that it is not just the cost of living that needs to be considered, because the health insurance rates increased as well. DPW Supervisor Keiser stated that he would like to see a pay separation from the regular DPW workers and those with a Water/Sewer license. General discussion was held about having a pay increase per license. General discussion was held about applying the COL percentage to each step as opposed to taking the average wage of all employees and applying it to that for a dollar amount raise. Trustee Ciganick stated that he would advocate for the \$1.00 per hour more for the water license holder, and then \$0.50 per hour more for a lagoon license and \$0.50 per hour more for the plant license. General discussion was held about an increase for holding a medical license for the police department. Trustee Ciganick asked if those were required to become a police officer. General discussion was held about if the police department was a true public safety department or just labeled as such. Treasurer Odom stated that the Village cannot have a water or sewer system without having someone with those licenses. She stated that the Village can have a police department without having medical licenses. Chairperson Bennett asked if Chief Drollinger gets paid by the fire department when he goes on a run. Chief Drollinger stated that yes, he gets paid from both the Village, when he is on duty, and the fire department. Chairperson Bennett asked if that was double dipping. General discussion was held about the medical license and if it is needed. Trustee Ciganick stated to have a \$1.00 more for water license, \$0.50 more for lagoon license; and \$0.50 more for plant operation; and \$0.50 more for a base medical license (MFR). Chief Drollinger stated that the police department is not a licensed public safety department, and therefore med-control is not involved. Chairperson Bennett stated that he was not sure if the Village could change the pay scale for the police officers. Clerk Essad stated that she would check the attorney. General discussion was held about the fact that the Village is in the business of providing water and sewer but not medical services.

Motion by Hardy, seconded by Bennett to recommend to the Village Council to change the wage scale from a 5-year step to a adopt 3-step wage scale (Start Rate, 1 year Anniversary, 2-year Anniversary, and 3-year Anniversary). Motion passed by voice vote. Ciganick -no.

Motion by Hardy, seconded by Bennett to recommend to the Village Council to adopt a 6% Cost-of-Living increase to each step of the new wage scale. Motion passed by voice vote. Ciganick -no.

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Trustee Ciganick stated that he thought he COL increase needs to be less than 6% because he did not think there was money to sustain it. Chairperson Bennett stated then total compensation needs to be looked at.

Motion by Ciganick, seconded by Bennett to recommend to the Village Council to adopt a \$0.50 increase per hour for a water license holder; \$0.50 increase per hour for a lagoon license holder; and a \$0.50 increase per hour for a medical license holder. Motion passed by unanimous voice vote.

- f. **2023-24 Budget:** Trustee Ciganick stated that he would like to see the Village maintain the 30% fund balance per the policy. Chairperson Bennett stated that the percentage of fund balance is just a number, and he is not as fearful. DPW Supervisor Keiser stated that because the DPW was down an employee for six months, that is where the savings comes in, because there was one less employee on insurance, and being paid wages and taxes. Treasurer Odom stated that the Village did not plan for this savings. DPW Supervisor Keiser stated that the numbers in the budget will look way better than they are because of that.

Treasurer Odom explained that the General fund is still spending more than the revenue it has. She explained that there are two new accounts because of the new chart of accounts. General discussion was held about the General fund budget and purchasing a new 550 because the current one is rusted through.

DPW Supervisor then explained the local streets, major streets, water, and sewer funds. General discussion was held about these funds. It was noted that Depot Street is in the budget to be repaved. It was noted that the UV disinfection is included in the sewer budget, and the rest of the projects would be part of the revolving fund in 2024. General discussion was held about new equipment to read water meters, and the new development on Portage Drive.

Chief Drollinger then explained the public safety fund budget. General discussion was held about this fund. Treasurer Odom explained that the appropriation-in line item under the revenues comes from the General Fund, and the police vehicle is using public safety fund balance.

Motion by Hardy, seconded by Bennett to move forward with the 2023-24 Budget as proposed. Motion passed by unanimous voice vote.

- IX. Correspondence/Reports:** None presented.
- X. Member/Public Comment:** Chairperson Bennett stated that he thinks that the Village needs to sell itself more. He also stated that the Village values its employees and wants to keep them but hopes they understand why merit pay was cut.
- XI. Adjourn:** The meeting was adjourned at 4:11 PM to the call of the chair.

Minutes compiled by: Nicole E. Essad, Clerk

Minutes are subject to approval. Approved: _____ Date: _____