

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES

October 27, 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 Bennet

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

**IV. Approval of Minutes:** The minutes of the June 25, 2020 meeting were approved as presented.

**Motion by Ciganick, seconded by Hardy to approve the minutes of the June 25, 2020 as presented. Motion Passed by unanimous voice vote.**

**V. Conflict of Interest:** None

**VI. Public Comment:** None

**VII. Old Business**

- a. Employee Evaluations:** Clerk Essad stated that the employee evaluations were in the packets. She stated that the Clerk, Treasurer, Police Chief, and DPW Supervisor will be evaluated by each member of this Committee, and that the Police Chief and DPW Supervisor will evaluate their employees. These are here for approval. She stated that staff search for evaluations and tailored these to their specific jobs. Chairperson Bennett asked for any comments. He also wanted to thank staff and from what he read through hit looks like the evaluations are good.

**Motion by Ciganick, seconded by Hardy to recommend to Council to accept the evaluation forms as presented to be used for the 2020 staff review by the Administrative Committee. Motion Passed by unanimous voice vote.**

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**b. Handbook Review:**

**i. Progressive Discipline**

**ii. FMLA**

Clerk Essad stated that there is a report in the packets about questions raised in the last meeting regarding the Progressive Discipline policy and FMLA. She stated that she spoke with the labor attorney and he stated that in employment law there are two types of lawsuits. She stated that the labor attorney said one of those types is a "cause" lawsuit, which the Village would be protected by because the Village is an "at will" employer. She stated that the other type of lawsuit is a discrimination lawsuit. Ms. Essad stated that the labor attorney said having the progressive discipline would be beneficial to help protect against the discrimination lawsuits, although he would add a caveat about the progressive discipline policy not overriding the at will employer. Clerk Essad stated that the labor attorney stated that following the FMLA doesn't hurt the Village, it gives us a little added protection, and is going a little bit above and beyond for our employees. Trustee Ciganick stated that he likes the add caveat. Chairperson Bennett asked Clerk Essad if could move forward on that. Clerk Essad stated that she can add the caveat and once this Committee is finished going over the handbook then we can present that to Council.

**Motion by Chairperson Bennett, second by Trustee Hardy to add a caveat about the progressive discipline policy not overriding the at will employer to the employee handbook revision. Motion Passed by unanimous voice vote.**

**VIII. New Business**

- a. Annual Employee Reviews:** Clerk Essad stated that we need to begin these reviews, and when the evaluations need to be done by. Treasurer Odom stated that they should be done at the latest by January 1. She also stated that usually the deadline is right before Thanksgiving. Clerk Essad stated that the Supervisors would be doing their employees and this Committee would be doing the Clerk, Treasurer, Police Chief, and DPW Supervisor. Trustee Hardy clarified that there would be no peer reviews. Chairperson Bennett stated that was correct.

**Motion by Trustee Ciganick, seconded by Chairperson Bennett, to have all the evaluations done by Thanksgiving and have those gone over with the employee prior to Christmas. Motion Passed by unanimous voice vote.**

- b. Budget:** Treasurer Odom stated this is just a reminder that it is budget season. Trustee Hardy asked for staff to email the committee list to prepare for meetings.

**IX. Correspondence/Reports: None**

- X. Member/Public Comment:** Chairperson Bennett stated that he noticed the bricks are being put in at the flag pole in Richardi Park. He also stated that there was an issue with wash out in the road across from the grocery store. He then asked Chief Drollinger if there were any other problems. Chief Drollinger stated that everything was pretty well taken care of, so we didn't have any significant issues.

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He stated that the DPW is on top of everything that was going on. He stated that he thought the last estimate that he received was 7 ½ inches is what we received in at that time, which is pretty significant. Trustee Hardy asked if anyone else's basements flooded. It was the consensus of the entire meeting that everyone's basements flooded.

Trustee Ciganick stated that as we enter budget season one of the things that should be addressed is the establishing highs and lows in the fund balance policy. Treasurer Odom stated that the only issue with that would be that you can't always reach it or it does not mean you would go below it. She stated that she thinks it can be done and she likes the idea of it but there is no guarantee that you would be in those ranges. Trustee Ciganick stated that his concern is that there were increases in water bills but we also had a large fund balance. Treasurer Odom stated that fund balance is not cash. She stated that fund balance deals with budget- revenues and expenses and the difference between them. She stated that it only balances the budget it is not actual cash. Treasurer Odom stated that maybe the auditor would have a better way of explaining it. Chairperson Bennett stated that he has always felt that the Village should not be a bank, and if we are not going to use the money then it needs to go back to the voters.

Chairperson Bennett stated he was contacted by a person doing research as to how things went in Bellaire this summer. He also stated we need to look at how we are going to continue as the weather gets worse to try to help our businesses in town.

**XI. 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:** \_\_\_\_\_