

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 23, 2019

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk, Cathy Odom, Treasurer, and Bradley Keiser DPW Supervisor
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved with the addition under New Business, item b Credit Card Policy/Travel Policy.
 - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the January 16, 2019 meeting were approved as presented.
 - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the January 16, 2019 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **2019-2020 Budget:** Chairman Schulz stated that a balanced 2019-2020 budget was in front of them. Treasurer Odom noted that it might have to be changed because it does not include the implementation of the monthly ready to serve fees for Craven Park. The water is off but ready to serve fees will be charged in March. There was brief discussion about the village exempting itself from the fees. Chairman Schulz suggested that the proposed budget be left as is and that ready to serve amounts be brought up during the public hearing. The amount would go in the Parks budget, line item 923. There would have to be an adjustment using fund balance. Chairman Schulz explained that the budget keeps all of the items in the shaded areas, including Parks requests for repair and maintenance, the utility vehicle for the sewer treatment system, and the amount the village will have to expend for sidewalk repairs. The cost of living increase is included. The revised merit numbers based on the calculation sheet are included but need to be approved. Chairman Schulz requested a motion to recommend to village council approval of the 2019-2020 Village of Bellaire budget.
 - Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to village council approval of the 2019-2020 Village of Bellaire budget. Motion carried by voice vote.**

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- b) **First Responder Policy:** Supervisor Keiser joined the meeting at 7:37. Chairman Schulz requested that the First Responder Policy be addressed out of order. The committee reviewed the draft First Responder Policy with the corrections proposed by Supervisor Keiser. Supervisor Keiser had explained in an email that the policy only addressed the Bellaire District Fire Authority. The proposed policy would not cover a member of the ambulance authority or reserve members of the Village Police Department in the case of other emergencies. There was brief discussion about the authorities and jurisdictions to be covered under the policy. The committee agreed to address the jurisdiction and authority issues in the current policy. The committee reviewed the suggested edits. “Volunteer” and “Bellaire District Fire Authority” were removed. There was discussion that the Ambulance Authority and the Bellaire District Fire Authority covered different jurisdictions. The language was changed to authorize response to serious calls within the “Authority’s jurisdiction which encompasses the Village of Bellaire”. The “clocked out” language was corrected to reflect consideration for truck re-preparation upon returning to the station by providing, “clocked out” of Village employment is calculated from the time dispatched to the time they are released by supervisory personnel.’ Additional changes included employees being required to return to work unless approved by the Supervisor, and notice that when called out during a scheduled work shift the employee will not be compensated for time missed. With the updates and changes, Chairman Schulz requested a motion to recommend to village council the adoption of Village of Bellaire First Responder Policy, Policy #33.

Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to village council with the updates and changes, adoption of the Village of Bellaire First Responder Policy, Policy #33. Motion carried by voice vote.

- c) **Employee Evaluations:** Chairman Schulz noted that the committee was ahead of previous years in the review process. Chairman Schulz suggested the committee go through the evaluations one by one. Clerk Luckett received permission to leave the meeting during this discussion. She left the meeting at 7:58 a.m. The committee began their review of the evaluations for each employee at 7:59 a.m. Clerk Luckett returned to the meeting at 8:24 a.m.

6. New Business

a) Personnel Matters

- 1) **Employee Communications Log:** Chairman Schulz thought that Trustee Bennett’s suggestion was an outstanding idea. Chairman Schulz thought that it could be introduced to staff by a committee member for input on determining what would be beneficial to document. What would be the easiest form? How often would it be collected? Clerk Luckett noted that she had started maintaining a log. Supervisor Keiser communicates via email and has hard copies of important items. Clerk Luckett thought it was a good idea and that hard copies should be maintained. Chairman Schulz explained that the log is intended for internal documentation of situations. Trustee Bennett noted that it also serves to remind of work needing to be done. The communications log will be required of all employees and is intended as a safeguard. Notebooks will be provided to each employee.
- b) **Credit Card Policy/Travel Policy:** Due to time shortage, President Schulz requested review of the policies be addressed after village council approves the budget. Copies of the Meadow Brook policy will be forwarded to staff and available at the next committee meeting.

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Clerk Luckett asked whether there was a specific recommendation for council regarding the employee merit bonuses. Chairman Schulz returned to Employee Evaluations to present the merit bonus scale for recommendation to council and made the following motion. For employees who receive a supervisor/peer average rating between 3.0 to less than 3.5 a 1.25% merit bonus; a supervisor/peer average rating between 3.5 to less than 4.0 a 1.5% merit bonus; a supervisor/peer average rating between 4.0 to less than 4.5 a 1.75% merit bonus; a supervisor/peer average rating between 4.5 to 5.0 a 2% merit bonus.

Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council that employees who receive a supervisor/peer average rating between 3.0 to less than 3.5 receive a 1.25% merit bonus; a supervisor/peer average rating between 3.5 to less than 4.0 a 1.5% merit bonus; a supervisor/peer average rating between 4.0 to less than 4.5 a 1.75% merit bonus; and a supervisor/peer average rating between 4.5 to 5.0 a 2% merit bonus. Motion carried by voice vote.

7. **Discussion Items:** Trustee Bennett asked about employees' satisfaction with the current investment services.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** None presented.
10. **Adjourn:** The meeting was adjourned at 8:34 a.m.

Minutes compiled by:
Lori Luckett, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____