

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Denny Balon

Meeting Minutes

March 16, 2012

12:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 12:07 p.m.
2. **Attendance**
 - Members Present:** David Schulz, Chairman, Butch Dewey
 - Members Absent:** Denny Balon
 - Staff Present:** Chief of Police Brad Rowe, Janet Koch, Clerk/Planner
 - Others Present:** None
3. **Approval of Agenda: The agenda was approved.**
 - Motion by Dewey, seconded by Schulz, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes for January 26, 2012 were approved.
 - Motion by Dewey, seconded by Schulz, to approve the minutes of the January 26, 2012 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** No public was present.
6. **Old Business:** None presented.
7. **New Business**
 - a) **Complaint:** Schulz said a written complaint from a Forest Home Township resident had been included in the council packets for the March meeting. The complaint concerned Village of Bellaire Police Officer Drollinger. Council referred the issue to the Administration and Personnel committee.

Schulz said he'd discussed the issue with legal counsel. He said counsel's recommendation was to investigate as thoroughly as possible and to take the complaint seriously, even though the complaint is a third party report. Schulz said he'd also discussed the complaint with Chief Rowe and would like to get the committee's consensus on how to proceed.

The complaint states that a discussion took place, the allegation being that something inappropriate was said during the discussion. Chief Rowe said he's more than happy to interview the people who were present. He added that even if the allegation were true, that nothing criminal took place. He said that if an allegation of that nature were proved

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to be true, the officer could be suspended for a period of time without pay and a letter would be placed in the officer's personnel file. Chief Rowe will conduct the interviews and present a report to the committee.

Schulz said since the village has engaged legal counsel for advice regarding the issue, he requested that Koch ask the village attorney if records created during the investigation is subject to attorney-client privilege and therefore not FOIA-able.

The requirements of closed meetings as part of the Open Meetings Act were discussed. Schulz requested that at the end of the investigation, that a letter be crafted to the original complainant with the investigation's results. Chief Rowe said he will do his best to find the truth and present it to the complainant.

- b) **FOIA Policy:** The committee packets contained the village's current FOIA policy and accompanying forms. The documents will be discussed at a future committee meeting.
- c) **Various Matters As Appropriate:** Schulz mentioned that a letter to Councilman Denny Balon had been sent. The letter mentioned his recent absences from council and committee meetings and asked his intentions regarding his council seat. No reply has yet been received.

8. Discussion Items: None presented.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: Meeting adjourned at 12:23 p.m.

Minutes compiled by:

Janet Koch, Clerk

Approved: _____

Date: _____