

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

### COMMITTEE MEETING MINUTES

March 14, 2013

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:00 p.m.
2. **Attendance**
  - Members Present:** Chairman David Schulz, Butch Dewey & Laurie Sexton
  - Members Absent:** None
  - Staff Present:** Janet Koch, Clerk
  - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.
  - Motion by Sexton, seconded by Dewey, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes were approved.
  - Motion by Dewey, seconded by Sexton, to approve the minutes of the January 31, 2013 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** No public present.
6. **Old Business:** None presented.
7. **New Business**
  - a) **Application for Cleaning Position:** The committee reviewed the 12 completed applications and chose 4 applicants to interview. Schulz asked Koch to contact the 4 and schedule interviews for the following week.
  - b) **Various Matters as Appropriate:** None presented.
8. **Discussion Items:** Koch told the committee about a situation that has come up due to the the recently revised overtime policy. An employee who has worked a total of less than 40 hours in a work week received overtime pay for two hours worked on Saturday. The committee asked Koch to keep an eye on the situation. If it happens frequently, the committee might wish to revise the overtime policy.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** None presented.

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**11. Adjourn:** Meeting adjourned at 2:40 p.m.

Minutes compiled by:  
Janet Koch, Clerk

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_