

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

June 27, 2013

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:06 p.m.
2. **Attendance**
 - Members Present:** David Schulz, Butch Dewey & Laurie Sexton
 - Members Absent:** None
 - Staff Present:** Janet Koch, Clerk, Ken Stead, DPW Supervisor & Cathy Odom, Treasurer (partial)
 - 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 March 21, 2013 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business**
 - a) **Employee Concern:** Ken Stead requested that the committee go into a closed session.
 - At 2:07 p.m. a motion was made by Schulz, seconded by Sexton, to go into closed session pursuant to Section 8 (a) of Michigan's Open Meetings Act, Public Act No. 267, being MCL 15.268 (a), for the purpose of a matter concerning village employee Ken Stead. Motion carried by unanimous voice vote.**
 - At 2:52 p.m., Chairman Schulz ended the closed session.**
 - Chairman Schulz made a motion, second by Dewey, to recommend that the village council acknowledge the limitations of a section of the village employee handbook and agree in this instance to depart from what the handbook says to conform to other Federal regulations. Motion carried by unanimous voice vote.**

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b) **Review of Employee Handbook, Section IV:** The committee discussed possible revisions to the employee handbook. No action was taken by the committee.

8. **Discussion Items:** None presented.

9. **Communications/Informational:** None presented.

10. **Member/Public Comment:** None presented.

11. **Adjourn:** Meeting adjourned at 3:05 p.m.

Minutes compiled by:
Janet Koch, Clerk

Approved: _____

Date: _____