

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

December 5, 2013

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:06 pm.
2. **Attendance**
 - Members Present:** David Schulz & Eugene (Butch) Dewey.
 - Members Absent:** None
 - Staff Present:** Clerk, Cathy Odom, Treasurer.
 - Others Present:** Colette Stanish
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 were approved.
 - Motion by Dewey, seconded by Sexton, to approve the minutes of the November 6, 2013 meeting as presented. Motion carried by voice vote.**
5. **Approval of Closed Session Meeting Minutes:** This was tabled until the next meeting.
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business:** None presented.
8. **New Business:**
 - a) **Clerk/Planner Position:** President Schulz explained the process used previously when hiring for this position. He stated that the person hired has to have a good sense of detail and to keep that in mind when reviewing the applications. He also stated to review the applicants work history. The committee reviewed the applications and chose to interview seven (7) applicants. Interviews will be set up for December 12, 2013 and December 17, 2013 from 12-3 pm. President Schulz noted that he has the questions used during the last hiring process and will bring them to the interviews.
 - b) **Budget:** It is time to start the budget process. President Schulz asked Odom to get with our insurance provider to see if the health benefit rates were available for the new year.

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c) **CIP:** Odom mentioned to the committee that a capital improvement plan is a tool that can be used in the budgeting process. She said we had one previously but never utilized it and wondered if the committee would like to look at developing a plan. President Schulz said to bring the previous plan to the next meeting for review.

d) **Various Matter as Appropriate:** None presented.

9. Discussion Items: None presented.

10. Communications/Informational: None presented.

11. Member/Public Comment:

- *Colette Stanish:* asked if the interview meeting was public and it was noted that it is.

12. Adjourn: Meeting adjourned at 3:42 p.m.

Minutes compiled by:
Cathy Odom, Treasurer/Deputy Clerk

Approved: _____

Date: _____