

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

Thursday, January 16, 2014

2:30 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:31 pm.
2. **Attendance**
 - Members Present:** David Schulz, Laurie Sexton & Eugene (Butch) Dewey.
 - Members Absent:** None
 - Staff Present:** Clerk, Cathy Odom, Treasurer.
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.

Motion by Sexton, seconded by Dewey, to approve the agenda with the addition of New business item (b) employee handbook change, opt out. 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 2, 2014 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) **Clerk Contract/Wages:** A copy of the previous clerk's contract with the new employee information was presented. The contract was reviewed. The first agreement for the new employee will be for one year. After one year, a three year contract will be considered. President Schulz informed the committee that about 15% of the job dealt with zoning based on a conversation with Janet Koch. He reminded the committee that Council had set a wage range for this position at \$31,000 to \$38,000. Council had previously discussed a starting wage for Ms. Lockett of \$34,500. Health care and the changes that will occur due to the Affordable Care Act was discussed. Ms. Lockett's skill set was discussed. A contract date of January 17, 2014, a start date of February 3, 2014 and a starting wage of \$34,500 was determined.

Motion by Schulz, seconded by Sexton, to make the following changes to the contract; contract to be made on January 17, 2014, Section 2 (b) wages, will read \$34,500 and Section 5, effective date and termination on agreement, will read the

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**start date as February 3, 2014 negotiable to extending the start date to February 17, 2014 and terminating one year following the mutually agreed start date.
Motion carried by voice vote.**

President Schulz stated that with previous new hires we approved having background checks completed due to the employees having access to funds and he would like to be consistent and continue to do this. He also stated that having a conditional job offer on file, as with previous new hires, would be a good idea to remain consistent. The committee agreed.

b) Various Matters as Appropriate:

- **Employee Handbook Amendment, Insurance Opt Out:** Due to the Affordable care Act (ACA), we have to look at proposing some changes to the handbook dealing with the health insurance. Some proposed changes will be to state what is considered full time, when insurance coverage begins and ends along with amendments to the opt out benefit that employees receive if they do not take our health insurance. We have a situation where an employee has the stipend, the spouse works for the Village and covers the policy. In the past it was not an issue because of the family rate that was charged. With the ACA, each individual is charged a rate based on age. We may still offer this opt out benefit for employees whose spouse doesn't work for the village, but if the spouse does work for the village they would not be eligible for the benefit.

Motion by Schulz, seconded by Sexton, that when we approach Council with the changes to the employee handbook, that we recommend to make a change in the section of the handbook that addresses the payment in lieu of insurance to state that if a village employee is covered through a policy outside of the Village of Bellaire then they will be eligible for the stipend, however, if they are covered by a spouse working for the Village, they will not be eligible for the stipend. Ayes: Schulz & Sexton Nays: Dewey

- President Schulz informed the committee that Zack Light will no longer serve as a part time officer. Chief Rowe would like us to look at the feasibility of hiring a third full time officer. Starting wages for previous officers was discussed. The MML wage summary was discussed and President Schulz would like to see a copy if we can get one. Trustee Sexton stated that it is hard to compare wages because positions in all communities are not the same. Trustee Dewey has concerns about having enough funds in the budget for another full time officer.
- President Schulz also noted that with Russ Fillmore's retirement, Ken Stead would like to use the wage savings to purchase generators for the lift stations. Ken said the funds are already available in this year's budget. President Schulz said he was informed that our part time mower employee would not be coming back after this year and now Mr. Stead would like to hire another full time employee to replace him and Mr. Fillmore instead of using the wages for the generators.

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- 8. Discussion Items:** None presented.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** Meeting adjourned at 3:36 p.m.

Minutes compiled by:
Cathy Odom, Treasurer/Deputy Clerk

Approved: _____

Date: _____