

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

Thursday, October 9, 2014

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:05 p.m.

2. **Attendance**

Members Present: Schulz and Dewey

Members Absent: Sexton

Staff Present: Lori Luckett, Clerk

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 unanimous voice vote.

4. **Approval of Minutes:** The Administration Committee minutes of August 20, 2014 were approved.

Motion by Dewey, seconded by Schulz, to approve the minutes of the August 20, 2014 meeting as presented. Motion carried by unanimous voice vote.

5. **Public Comment on Agenda Items:** None.

6. **Old Business:**

a) DPW Employee: Schulz reviewed his analysis of current wages stating that due to a lack of turnover, the Village did not have an established wage rate scale for DPW positions. He thought that establishing an adjustable hourly wage rate correlated to years of service/experience would be very beneficial in hiring qualified candidates and suggested: 0 to 5 years of service/experience a wage range of \$12.50 to \$13.96 per hour; for >5 to 10 years of service/experience, a wage range of \$13.97 to \$15.56 per hour; >10 to 15 years of service/experience, a wage range of \$15.57 to \$17.16 per hour; and >15 years of service/experience a wage range of \$17.17 to \$18.12 per hour. Discussion that the Village Council agreed to a starting hourly wage for the new DPW employee of \$12.50 until consideration of the 2015-2016 budget.

Motion by Schulz, seconded by Dewey, that the Administration and Personnel Committee is recommending that the Village Council consider the proposed wage scale in the 2015-2016 budget cycle. Motion carried by unanimous voice vote.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

The Committee reviewed each application received for the open position. As Ken Stead was unable to attend the meeting, the Committee narrowed the applicants for consideration and with whom Stead will be meeting. Luckett was directed to send letters to applicants eliminated from further consideration.

b) Employee Handbook Changes: The suggested changes to the handbook were reviewed. Schulz thought that certain Meadow Brook policies could prove useful for comparison. Areas in the handbook requiring further review include “Leaves of Absence” and “Drug and Alcohol Testing” policies. Staff is to review the FMLA and to contact the Village’s insurance company to determine whether there are disenrollment requirements under certain circumstances.

7. **New Business:** None presented.
8. **Discussion Items:** Dewey reminded those present that there will be a vacancy on the Committee after November.
9. **Communications/Informational:** Schulz wondered about establishing a wage scale for the other Village departments, including Public Safety. Luckett to ask Chief Rowe whether he has a wage scale that he uses. Schulz also asked about gathering wage information for other positions. Luckett reminded the committee that she had previously provided a narrative of Village compensation compared to other communities in the region.
10. **Member/Public Comment:** Colette Stanish encouraged the hiring of a Village resident for the open DPW position. She also expressed her opinion that the Village should hire a third police officer and should begin the process earlier in the year.
11. **Adjourn:** The meeting was adjourned at 3:33 p.m.

Minutes compiled by:
Lori Luckett, Clerk

Approved: _____

Date: _____