

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Butch Dewey

Laurie Sexton

COMMITTEE MEETING MINUTES

Thursday, October 23, 2014

2:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 2:02 p.m.

2. **Attendance**

Members Present: Schulz and Dewey

Members Absent: Sexton

Staff Present: Ken Stead, Cathy Odom and Lori Luckett

Others Present: None

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 and Personnel Committee minutes of the October 9, 2014 meeting were approved.

Motion by Dewey, seconded by Schulz, to approve the minutes of the October 9, 2014 meeting as presented. Motion carried by unanimous voice vote.

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

6. **Old Business:**

a) DPW Employee: Ken Stead reported that he had met with four candidates selected by the Committee and that he was recommending Bradley Keiser to the Committee. Stead reported that Keiser already has a CDL, has a good work ethic, and that Stead had spoken with a previous boss who said that he would "hire him back in a minute." Stead believes that Keiser will work well with the other DPW employees. Schulz added that in previously reviewing the applications, applicants were ranked from moderately qualified to outstandingly qualified. How an applicant would fit with the DPW staff was best determined by Stead.

Motion by Schulz, seconded by Dewey to recommend to the Village Council that it extend an offer of employment to Bradley Keiser with a starting wage rate of \$12.50 per hour and an evaluation date, to be determined by Village Council, for a post-probationary period wage increase. Motion carried by unanimous voice vote.

b) Updates to Employee Handbook: Luckett reported that corrections based on last meeting were made. Additionally, the FMLA was incorporated into the handbook and

**VILLAGE OF BELLAIRE
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forms were prepared. The Committee was asked to consider leave not covered by the FMLA. Schulz asked Lockett to search for and include the form "Certification for Health Care Provider" to cover care for family members. Schulz pointed out that leave may be continuous or intermittent and explained Meadow Brook's policy. Discussion occurred about allowing the carrying over of paid leave time. Staff had questions about continuing health insurance coverage for employees on non-FMLA leave. Schulz advised that in some policies, an employee needs to be disenrolled from coverage. Staff was to check on insurance requirements for non-FMLA leave. Schulz asked staff to research using an employee's inability to return to work after a period of time, i.e. one year, as a basis for termination. Dewey asked about medical marijuana, drug testing and CDL requirements. Staff will check with the Michigan Secretary of State. Discussion continued about the self-reporting and probationary period provisions in the employee handbook. The Committee will likely have one more meeting before the revised handbook is submitted to the Village Council for consideration.

- 7. New Business: None.**
- 8. Discussion Items:** Schulz advised that he had received a letter of resignation from Laurie Sexton that he will be presenting to the Village Council at the next Council meeting. There was brief discussion about the process for filling the vacancy.
- 9. Communications/Informational:** None.
- 10. Member/Public Comment:** None.
- 11. Adjourn:** The meeting was adjourned at 2:53 p.m.

Minutes compiled by:
Lori Lockett, Clerk

Approved: _____

Date: _____