

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Bryan Hardy

Dan Bennett

COMMITTEE MEETING MINUTES

December 29, 2014

1:30 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 1:38 p.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Hardy
 - Members Absent:** Bennett
 - Staff Present:** Lori Lockett, Clerk; Cathy Odom
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved.
Motion by Hardy seconded by Schulz, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of October 23, 2014 were approved.
Motion by Hardy, seconded by Schulz, to approve the minutes of the October 23, 2014 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None
6. **Old Business:**
 - a) Amendments to Employee Handbook – Chairman Schulz provided a brief explanation of the committee’s review of the employee handbook to date for Trustee Hardy as a new member of the committee. The committee then reviewed the proposed changes and additions to the handbook with explanations provided by Chairman Schulz and/or staff. With the handbook language providing that employees must take accrued personal and paid leave days, Chairman Schulz asked staff to contact the worker’s compensation company to clarify coordination of coverage with FMLA leave if injury is work-related. Reference was made to the Elk Rapids drug testing policy in discussion of the handbook drug testing provisions. Discussion occurred about the removal of the voluntary reporting provision of the handbook. Chairman Schulz suggested that there could be exposure for unemployment claims. Chairman Schulz asked staff to research DOT “safety sensitive” duties and what an employee may perform if the employee tests positive for physician prescribed medications. Discussion occurred about the length of time after which an employee’s inability to work would be considered a voluntary separation from employment. Trustee Hardy suggested and Chairman Schulz agreed, that given the number of employees in the Village, six months was a reasonable period of time.

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The committee reviewed the FMLA application leave and certifications prepared under Village of Bellaire heading. Schulz made the motion that the administration committee make a recommendation to the Village Council to approve the Village of Bellaire handbook with the noted additions or changes. The FMLA forms were also to be included for approval.

Motion by Schulz seconded by Hardy, to recommend to the Village Council the approval of the Village of Bellaire Employee Handbook with the additions and/or changes and use of the Family Medical Leave Act application and certification forms. Motion carried by unanimous voice vote.

The question of whether the handbook should be reviewed by legal counsel prior to final approval by the Village Council will be addressed at the next Village Council meeting. Clerk Luckett was requested to obtain an estimate of the cost for legal review of the employee handbook for Village Council's consideration.

7. New Business:

a) Review of Employee Contract - Discussion occurred about the renewal of the Clerk's contract. Chairman Schulz asked about other employee contracts. Treasurer Odom indicated that all other contracts were up for review in 2015. Chairman Schulz next explained to Trustee Hardy the process established after the Village's previous experience with an employee and the resulting changes to the hiring process; that the first contract is for a term of one year with a subsequent review by the administration committee and, if recommended, a contract renewal for a period of three years. Chairman Schulz indicated that the salaried employee contracts will have to be reviewed for consistency with the employee handbook. Chairman Schulz then noted the items that Luckett had provided in an email to the committee including a letter from her and a letter from Trustee Butch Dewey. Chairman Schulz stated that Trustee Bennett was unable to attend the meeting but that Chairman Schulz had spoken with him. Chairman Schulz referenced areas in which he thought there was a strong performance level by Clerk Luckett. Clerk Luckett's contract is due to expire February 2, 2015. After discussion about her strengths, Chairman Schulz indicated that there were some items on which he and Trustee Bennett had gotten feedback that he would like included in a performance review component in the contract, and that the administration committee would review performance improvement by a certain date. Chairman Schulz stated that he would like to make a recommendation to the Village Council that with those items we want to have Clerk Luckett work on, the committee recommends to renew her contract for three years. Trustee Hardy asked if that was a motion? Chairman Schulz said it was just discussion. Clerk Luckett inquired about the items. Chairman Schulz identified zoning interpretation and administration as one area for review. He suggested that Clerk Luckett review previous action by the Zoning Board of Appeals in granting a variance for the Family Fare. Chairman Schulz sees that the zoning ordinance is meant to be a guideline, should it be applied so rigidly to make the process difficult? Problems in the

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zoning ordinance need to be identified and clarified as soon as possible. Chairman Schulz will identify the other items for performance improvement.

b) 2015-2016 Budget – Chairman Schulz informed Trustee Hardy that the committee will begin reviewing all of the Village budgets and making a recommendation to council. Meetings will occur in January and February. DPW and Public Safety departments are in the process of finalizing what they would like to see in their respective budgets.

- 8. Discussion Items:** None
- 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
Minutes are subject to approval:

Approved: _____

Date: _____