

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 15, 2015

8:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:30 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Lockett, Clerk and Cathy Odom, Treasurer
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved after “health benefits and wages” was added under new business.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of December 29, 2014 were corrected on page two with “form” being changed to “former”. The corrected minutes were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the December 29, 2014 meeting as corrected. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:**
 - a) **2015-2016 Budget-** Chairman Schulz provided an explanation to new committee members about the wage-related amounts and how the formulas inputted allow for allocations between the appropriate accounts. The committee began a review of each line item in the general fund budget, to compare last year’s proposed budget to actual revenues and expenditures in order to make projections for the 2015-2016 budget. Treasurer Odom reported that certain revenue information is not included as the amounts have not yet been made available. She also provided an explanation of expenses included in certain line item amounts. Chairman Schulz noted that as each committee and/or department meets and reviews their respective budget accounts, the information will be provided for inclusion in the proposed budget.
 - b) **Revisions to Employee Contracts** – Due to time constraints, the review of employee contracts was tabled for the next committee meeting. In the meantime, Chairman Schulz and Clerk Lockett will review the contracts for inconsistencies with the employee handbook.

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7. New Business:

a) **Health Benefits and Wages** – Chairman Schulz explained the past process for review of wages adding that a complete discussion will occur after other expense items have been populated.

8. Discussion Items: Trustee Bennett asked to review the drug testing policy in the employee handbook in regards to required tests. Trustee Bennett also would like the discussion of health benefits to include a possible policy change to one with higher deductibles and a employee reimbursement component. Chairman Schulz requested that staff have health insurance information available at the next meeting. The next meeting was scheduled for Tuesday, January 20, 2015 at 8:00 a.m.

9. Communications/Informational: None.

10. Member/Public Comment: None.

11. Adjourn: The meeting was adjourned at 9:36 a.m.

Minutes compiled by:
Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____