

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

January 27, 2015

8:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:02 a.m.
2. **Attendance**
  - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
  - Members Absent:** None
  - Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer; Ken Stead, DPW Superintendent
  - Others Present:** None
3. **Approval of Agenda:** “Employee Contracts” was added to the agenda under Old Business items under New Business were reordered. The amended agenda was approved.  
**Motion by Trustee Bennett seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of January 20, 2015 were approved.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the January 20, 2015 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None.
6. **Old Business:**

Employee Contracts – Chairman Schulz asked Clerk Luckett about proposed changes to contract language to address a concern health insurance language raised by Trustee Drollinger and the January 7, 2015 Village Council meeting. Clerk Luckett noted the proposed changes in the “Health Insurance” and “Paid Time Off” provisions of the employee contracts. After brief discussion, Trustee Bennett suggested the language “at no cost to the Employee” be stricken. The committee agreed to the proposed change. DPW Superintendent Stead requested a review of his contract’s “Paid Time Off” provision. Discussion occurred about the history of the personal days, sick days and paid leave and their consolidation as “paid time off” in current contracts. Superintendent Stead is seeking an increase in his paid time off given his length of employment with the Village. Chairman Schulz asked staff to review previous contracts, council and committee minutes for history of the changes. Trustee Bennett asked whether all employees are treated the same in regards to paid time off. Treasurer Odom explained that per previous council action, personal days were taken away from hourly employees hired after 2007 and from salaried employees.

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Sick time was exchanged for paid leave; employees hired before 2007 received an additional 40 hours in paid leave. Wage rates will be reviewed at a future meeting.

7. **New Business:** Because Chairman Schulz had another meeting to attend, the committee agreed to re-sequence the agenda items as follows: 2015 -2016 Budget Items, Health Benefits and Wages; Employee Handbook – Drug Testing.

a) The proposed budget for fiscal year 2015-2016 was reviewed. Fund budgets not previously addressed were reviewed to identify additions and changes resulting from respective committee meetings. Staff provided comments and explanations for updates to committee questions as requested. Chairman Schulz indicated that the only wage increase included is that under Public Safety for the part-time officer. He also noted that currently the budget shows a deficit. Chairman Schulz indicated that are one time expenditures included in the current proposed budget that the Village Council may decide to remove. Chairman Schulz explained that because Equalization still does not have all information from township assessors, the revenue amounts reflect amounts collected last year. These amounts will have to be updated prior to the Village Council meeting to approve the budget. Treasurer Odom noted that revenues and expenditures are current through January 26, 2015. The committee reviewed the proposed fiscal budget for all funds, specifically addressing the questions and budget requests submitted by other committees. Clerk Luckett is to clarify a proposed Parks fund budget line item for savings to replace the transportation station. There was review of pricing information to update the telephone plan for Public Safety to include texting. Chairman Schulz directed staff to ask Chief Rowe about identifying future needs to access data and the availability of mobile applications. Treasurer Odom addressed questions the committee had about revenue line items in the Sewer Fund. Sewer Fund expenditure line items for a new hand held meter and software, telephone, and Capital Outlays were reviewed. There was discussion about possible prepayment of sewer bond debt. Treasurer Odom was asked to review bond documents for language addressing prepayment. Treasurer Odom explained that paying the debt off early would result in savings of approximately \$23,000 that the Village would not be paying in interest. Water Fund expenditures for a new water well were discussed. The purchase of new plow truck was discussed. Clerk Luckett was asked to obtain information about a grant/loan so that an amount could be included in the Capital Outlay line item. Chairman Schulz and Trustee Bennett asked Treasurer Odom about fund balance amounts. Treasurer Odom stated that she would have to print a fund balance report.

There was brief discussion about the employee handbook and the drug testing section. Trustee Bennett clarified his questions about using a blood test for a second test in the event a first test came back positive. Chairman Schulz stated that he and Clerk Luckett had discussed the need for review of the employee handbook by legal counsel. There was discussion about an employee requesting a blood test, at the employee's expense, as a second test and what should be included in the employee handbook. Chairman Schulz asked if the Village would be obliged to abide by the results from the second test. Trustee Bennett expressed his concern that an employee could be terminated for a false positive drug test. Treasurer Odom relayed information she had received from Dr. May, who indicated that he has never seen a false positive test.

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Discussion returned to the proposed 2015-2016 budget and the issue of employee wages. Percent of wage versus cents per hour was compared for purposes of discussion. Trustee Hardy asked for clarification of the one-time expenditures Chairman Schulz had referenced earlier. With the issue of snowplow and wages yet to be addressed, the committee agreed to meet before the Village Council meeting on February 3 at 8:00 a.m. Trustee Bennett expressed his concern that employees are being treated differently. His other concern is that employees should not be required to subsidize the Village; that cost of living should be considered.

b) Health benefits – The health insurance representative is scheduled to meet at the Village offices this Friday.

c) Employee Handbook should be reviewed by legal counsel.

**8. Discussion Items:** None

**9. Communications/Informational:** None

**10. Member/Public Comment:** Trustee Bennett expressed his thanks and appreciation to Chairman Schulz for his efforts in addressing the budget. Trustee Hardy agreed with Trustee Bennett and seconded his comments.

**11. Adjourn:** The meeting was adjourned at 8:54 a.m.

Minutes compiled by:

Lori Lockett, Clerk

Minutes are subject to approval.

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_