

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

May 7, 2015

8:00 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 8:00 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Lori Lockett, Clerk
 - Others Present:** None.
3. **Approval of Agenda:** The agenda was approved.
Motion by Trustee Bennett seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of February 17, 2015 were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the February 17, 21015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:** None.
7. **New Business:**
 - a) **Employee Handbook** – Chairman Schulz noted that the attorney had dropped off the updated draft version of the employee handbook late Wednesday afternoon. Clerk Lockett informed the committee that she would be adding a table of contents and changing the format for easier reference. Chairman Schulz expressed his preference to table the agenda item to allow for a thorough review the handbook in preparation for the next meeting. Committee members agreed. This item will be considered as old business at the next meeting. In addition to the table of contents, Chairman Schulz asked that the various sections be numbered for identification. Trustee Bennett requested clarification of language that “the Village may terminate the employment with or without cause” and an example for discharge without cause. Clerk Lockett said she would request an explanation from legal counsel. Trustee Bennett would like to see more of a definition for with or without cause.
 - b) **Employee Evaluation Standards** – The committee was provided with copies of the current job descriptions for the Chief of Police, Clerk/Planner, Treasure/Deputy Clerk,

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Director of Public Works and Public Works Maintenance Worker. Chairman Schulz and noted that he would like standardization for all job descriptions. He noted that he had prepared the description for the Clerk/Planner position and reviewed the format - Position Summary, Supervision Received, Responsibilities and Duties, Desirable Qualifications for Employment, Tools and Equipment Used, Physical Demands, Work Environment, Selection Guidelines and Conditions. In addition, signature and date lines will be added to indicate that the employee has met with a supervisor and reviewed the job description. Chairman Schulz next pointed out that the village does not currently have job descriptions for the wastewater treatment plant operator or police officer. He directed Clerk Luckett to post a request to for sewage treatment plant operator and police officer job descriptions on the listserv. The committee began a discussion of wage brackets, wage range and longevity. Trustee Hardy provided an example of his employment review and compensation experience. There was discussion about a percent increase correlated to the cost of living for all employees and that any additional increase would be based on merit after an employee performance review. Trustee Bennett raised the prospect of non-wage employee compensation related to training or additional time off. The goal is to motivate, incentivize and reward employee performance. The anticipated review process will have peer, supervisor and self performance review components correlated to observable and measurable items in the respective job descriptions. There was discussion about an annual wage increase based on the cost of living or set percentage, whichever was less. With a reference to the 1973 oil embargo and cost of living at 6.5%, Chairman Schulz noted that there should be a cap on any annual wage increases; that the committee should consider a set percentage or cost of living, whichever is less. Committee members agreed that it is important to show employees appreciation for a job well done. There was a consensus that developing wage scales and employee evaluation standards would be beneficial. Clerk Luckett was asked to have length of service and wage rates of current employees available for the next committee meeting.

8. **Discussion Items:** Chairman Schulz expressed his appreciation to Trustees Bennett and Hardy for their input to committee discussions. He added that their contributions and performance exceeded his expectations when committee assignments were established.
9. **Communications/Informational:** None.
10. **Member/Public Comment:** None.
11. **Adjourn:** The meeting was adjourned at 8:47 a.m.

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

Approved: _____

Date: _____