

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

August 20, 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 Hardy
 - Members Absent:** Trustee Bennett
 - Staff Present:** Lori Lockett, Clerk; Cathy Odom, Treasurer
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved with the addition of “Employee Worker Compensation Claim” added as the only item under New Business.
Motion by Trustee Hardy, seconded by Chairman Schulz, to approve the agenda as amended. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of May 7, 2015 meeting were approved.
Motion by Trustee Hardy, seconded by Chairman Schulz, to approve the minutes of the May 7, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:**
 - a) **Employee Job Descriptions:** Chairman Schulz briefly recounted the history of efforts to revise employee job descriptions to the same format as had been developed for the Clerk/Planner position. Job descriptions for the Chief of Police, Treasurer/Deputy Clerk and Clerk/Planner are complete. There are some sections in the Director of Public Works description that remain to be completed. The Public Works Maintenance worker and Public Safety Officer job descriptions must also be prepared. Chairman Schulz asked Clerk Lockett to use the listserv to request descriptions for public safety officer and chief of police, and have Chief Rowe highlight what he thinks would be appropriate for public safety officers and his position as well. She should also follow the same process and work with DPW Supervisor Stead to develop the job descriptions for his and the maintenance workers’ descriptions as well. The committee will want to review the department head job descriptions at their next committee meeting to make sure the list of supervisory responsibilities and duties is complete. Clerk Lockett asked about a job description for wastewater treatment specialist/technician and was directed to include this in the listserv request as well. The committee will continue its review of the job descriptions at their next meeting on with September 8 or September 10, depending upon Trustee Bennett’s availability.

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b) Employee Evaluation Standards: Chairman Schulz expressed thanks to Treasurer Odom for using the listserv to obtain a sample performance appraisal that will serve as a template to be adapted for village use. In advance of preparing the budget for the next fiscal year, Chairman Schulz indicated that the goal is to have the village council approve the job descriptions and performance review document so that performance evaluations may be completed in November. There was brief discussion of wage bracketing, performance and cost of living; all dependent upon the budget. The goal is to have a proposed wage structure in place by December so that the committee can begin working on the budget. Trustee Hardy stated that he liked the layout of the performance appraisal and that he had used a similar document in previous employment.

c) Employee Handbook: The committee began to review the employee handbook/personnel policy as provided by legal counsel. The committee agreed to change “job description” to “position description”. There was discussion about specific provisions including requiring pre-employment medical examinations after making conditional offers and to whom sexual and protected status harassment would be reported. The committee requested clarification of provisions dealing with employment classifications and pay. There was a discussion about the calculation of overtime and compensatory time for exempt employees. Chairman Schulz suggested that the policy include a requirement that compensatory time for all employees be reported to the payroll clerk. The committee will continue their review of the policy at their next meeting.

7. New Business:

a) Employee Workman’s Compensation Claim: Treasurer Odom briefed the committee on an employee’s injury that will likely require surgery. The prospective claim payment options were reviewed. Treasurer Odom will get clarification about the timing of claim payment.

8. Discussion Items: None.

9. Communications/Informational: None.

10. Member/Public Comment: Chairman Schulz thanked Clerk Luckett for coordinating with the attorney for the personnel policy and for the work she will be doing with Chief Rowe and Supervisor Stead in formulating position descriptions for the police officers and DPW employees respectively.

11. Adjourn: The meeting was adjourned at 8:53 a.m.

Minutes compiled by:
Lori Luckett, Clerk

Approved: _____

Date: _____