

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

September 10, 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 Hardy seconded by Trustee Bennett, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of August 20, 2015 were approved.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the August 20, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None.
6. **Old Business:** Prior to the discussion of the items under Old Business, Chairman Schulz requested that the committee go into a work session format rather than a formal meeting for the purpose of discussing the respective items.

Motion by Chairman Schulz, seconded by Trustee Bennett, to go into a work session format for the purpose of discussing the Position Descriptions, Employee Handbook/Personnel Policy and discussion and review of Employee Evaluation Standards. Motion carried by unanimous voice vote.
 - a) **Position Descriptions:** The committee reviewed the format of the descriptions. Chairman Schulz suggested that the "Responsibilities and Duties" section of each description be changed to "Responsibilities and Essential Duties" to reflect ADA requirements. Some of the essential duties will be incorporated into the employee evaluations. The Clerk/Planner position was discussed. Clerk Lockett suggested that Zoning Administrator be added to the job title explaining that there are more zoning administrative functions in the position than planning. After discussion the committee decided that the position description be called Clerk/Zoning Administrator rather than Clerk/Planner. Discussion moved to the Treasurer/Deputy Clerk position. Trustee Bennett suggested that the first reference to any acronym be identified completely within each position description.

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The committee next discussed the Department of Public Works Maintenance Worker description and agreed to add “certifications or licenses that pertain to the duties performed by the department” as an item under “Desirable Qualification for Employment.” Potential contact with hazardous chemicals and blood borne pathogens should be added to the “Work Environment” section. The Director of Public Works description was reviewed. Education expectations should be added to desirable qualifications. Trustee Bennett said “desirable” is not limiting while “must” is. After further discussion, the committee decided to remove “desirable” from the “Qualifications for Employment” in each position description. Discussion moved to the position description for the Wastewater Treatment Plant Operator. Acronyms are to be identified and typographical errors corrected. Proximity to the wastewater treatment plant in case of emergency was discussed. For consistency amongst DPW positions descriptions, items are to be added to the work environment provision, including reasonable accommodation language. The Police Officer position description was reviewed. Additional items were recommended for inclusion in the “Qualifications for Employment” and “Tools and Equipment Used” sections. The committee agreed to require on-going physical fitness in the Police Officer and Police Chief positions. Once the changes are made, the committee would like the draft position descriptions to be reviewed for errors by staff.

b) Employee Handbook/Personnel Policy: Not discussed due to time constraints.

c) Employee Evaluation Standards: A brief overview of the evaluation form was provided. The introductory language has been updated for the Village of Bellaire. The format for each employee to perform peer review may change. Discussion of the format; supervisor synopsis; and committee role in the performance review process will continue at the next committee meeting.

7. New Business: None presented.

8. Discussion Items: None presented.

9. Communications/Informational: The committee to meet Thursday, September 17, 2015 at 8:00 a.m.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:56 a.m.

Minutes compiled by:

Lori Luckett, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____