

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

September 17, 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 September 10, 2015 were approved.

Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the September 10, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** No public present.
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 for the purpose of discussing the Position Descriptions, Employee Handbook/Personnel Policy and review of Employee Evaluation Standards.

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 review of Employee Evaluation Standards. Motion carried by unanimous voice vote.

 - a) **Position Descriptions:** The committee reviewed the recommendations from staff for the Department of Public Works Maintenance Worker Position Descriptions. Staff suggestions will be incorporated into the position descriptions or, where appropriate, into the Employee Handbook/Personnel Policy. Chairman Schulz presented language used at Meadow Brook regarding potential exposure levels to blood borne pathogens that will be incorporated into the “work environment” section of each position description. Suggestions to the Wastewater Treatment Plant Operator Position Description were considered and revisions were made. Remaining questions about specific duties are to be addressed prior to the next committee meeting.

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The Chief of Police Position Description was discussed briefly. Clerk Lockett explained that Chief Rowe had listed the responsibilities and essential duties in order of priority. Exposure levels to blood borne pathogens will be added to police position descriptions.

b) Employee Evaluation Standards: Discussion moved to employee evaluation standards and whether there should be any changes to the proposed format. Chairman Schulz suggested that when the committee is ready to recommend approval of the position descriptions, the committee also move to recommend approval of the evaluation standards document. Trustee Hardy and Trustee Bennett agreed. There was discussion about the process of peer review. Every employee will participate in peer review. Once employees are reviewed, the committee will distill and analyze the results to evaluate employee performance. The cover sheet of the evaluation form was discussed and revisions suggested. Chairman Schulz noted that associated with the employee performance is an analysis of employee compensation. In previous meetings, the committee has discussed adopting a wage scale. The committee briefly discussed employee compensation. The implementation of the employee review process will provide a means of addressing wage increases based on an employee's performance. Employee compensation will be addressed in detail at the next committee meeting. The committee requested that Treasurer Odom attend the next meeting.

7. **New Business:** None presented.
8. **Discussion Items:** None presented.
9. **Communications/Informational:** The committee is to meet Monday, September 21, 2015 at 8:00 a.m.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** The meeting was adjourned at 9:00 a.m.

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

Approved: _____

Date: _____