

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

September 21, 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 Luckett, Clerk; Cathy Odom, Treasurer
 - 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 17, were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the September 17, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** No public present.
6. **Old Business:**
 - a) **Position Descriptions:** The committee reviewed the revised employee position descriptions for the Treasurer/Deputy Clerk, Clerk/Zoning Administrator, Director of Public Works and Department of Public Works Maintenance Worker. Chairman Schulz requested a motion to recommend that the Village Clerk/Zoning Administrator, Treasurer/Deputy Clerk, Director of Public Works and Department of Public Works Maintenance Worker Position Descriptions be sent to the village council for approval.
Motion by Trustee Bennett, seconded by Trustee Hardy to recommend that the Village Clerk/Zoning Administrator, Treasurer/Deputy Clerk, Director of Public Works and Department of Public Works Maintenance Worker Position Descriptions be sent to the village council for approval. Motion carried by unanimous voice vote.

The public safety and wastewater treatment plant descriptions will be reviewed at the next committee meeting.

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b) Employee Evaluation Standards: The employee peer review appraisal document was reviewed. The peer review will be anonymous except for the supervisor and employee's self-evaluation. Chairman Schulz explained the three step process – first, is the anonymous peer review component; the second is the committee review and analysis of the performance appraisals; third, the committee meets with the supervisor to discuss and prepare a final employee performance appraisal for presentation to the employee by the supervisor.

7. New Business:

a) Employee Compensation: The committee discussed developing a base wage scale for all positions to which cost of living allowance could be added. An additional amount may be added based on employee's performance. Payroll accounting questions were directed to Treasurer Odom. The committee discussed developing wage scales for each department within the village. Staff was asked to review position wage scales from other units for development of wage ranges. The committee intends to develop a wage grid that includes years of service and establishes a base hourly rate for each position with scheduled increases correlated to years of service. After so many years of service an employee would make the maximum hourly base wage. The wage scale for public safety was reviewed. There was discussion of salaried versus hourly wage scales and whether there was a benefit to salary. The next contract review period may convert salaried positions to hourly. Treasurer Odom was asked to review last year's budget and inputting the suggested wage increases to show the impact and to provide a copy of last year's actual versus budget amounts. Staff was asked to solicit wage ranges for the salaried positions to determine whether current wages are within range. Base wage grids will be available in rough draft form at the next committee meeting.

8. Discussion Items: None presented.

9. Communications/Informational: The committee scheduled their next meeting on Thursday, October 1, 2015 at 8:00 a.m.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:57 a.m.

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

Approved: _____

Date: _____