

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

October 15, 2015

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:47 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy (7:48 a.m.)
 - 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 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 the October 8, 2015 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the October 8, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** Employee Compensation - The committee continued its discussion of employee compensation. As directed, Treasurer Odom put together four scenarios of the impact a wage increase for the Clerk and Treasurer would have on the budget. The first scenario reflected a partial increase for one year; the second a full increase; the third a partial increase based on years of service; and the fourth, a full increase based on years of service. The impact on the budget was discussed. It was noted that the wage scale does not reflect overtime any raises that might be considered. Chairman Schulz reviewed the wage scale he had prepared for the 2016-2017 noting that it did not reflect cost of living. There was discussion of the calculation and allocation of a cost of living allowance; whether it was applied by percentage or cents per hour. Chairman Schulz asked Treasurer Odom about the timing of tax information from the County in preparation for 2016-2017 budget discussions. A recommendation to the village council regarding a wage scale will not be made until the committee has all information that accurately reflects the impact on the budget.
7. **New Business:** Personnel Policy – The committee began with a review of the section titled Compensatory Time in Lieu of Overtime Pay.” Suggested language for comp time was clarified and will be edited to reflect the clarification. Language pertaining to employee performance review will be changed to address the performance evaluation process.

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- 8. Discussion Items:** None presented.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** The meeting was adjourned at 8:40 a.m.

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

Approved: _____

Date: _____