

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

October 22, 2015

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:48 a.m.
2. **Attendance**
  - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
  - Members Absent:** None.
  - Staff Present:** Lori Lockett, Clerk; Cathy Odom, Treasurer
  - Others Present:** None
3. **Approval of Agenda:** Chairman Schulz added “Water Treatment Staff Certification” as an item under Old Business. With the addition, the agenda was approved.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of October 15, 2015 were approved.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the October 15, 2015 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**

**Water Treatment Staff Certification** – Chairman Schulz reported that Treasurer Odom had brought this matter to his attention. Village council had previously approved a \$1 an wage increase for this employee once he got his certification. The question was whether this should be reflected in the wage scale. Trustee Bennett asked what has happened in the past? Chairman Schulz indicated that he would check into past practice and that discussion on the matter would continue at the next committee meeting.

**Personnel Policy** – The committee continued its review of the Personnel Policy beginning with a clarification of the language in the Performance Review subsection. The committee next reviewed the specific provisions in Section V. Benefits and Other Remuneration. Trustee Bennett requested that the acronym COBRA be clearly identified. It was noted that the current policy uses “paid leave” instead of “vacation”. The committee agreed that the new policy should use “paid leave” instead of “vacation”. There was discussion regarding personal days afforded to three of the hourly employees. The committee agreed to continue

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with three personal days for those hourly employees and propose it for the two additional hourly employees. Unused personal days will not carry over to the next year but will be paid out at the end of the fiscal year at 50%. Provisions pertaining to leave of absence were reviewed and clarified. There is a discrepancy between the scheduled holidays as listed and those currently taken by the DPW workers. This section will be revisited at the next meeting. Reimbursement provisions were reviewed. The Village's current travel policy will be reviewed and referenced in the employee handbook. Staff was directed to ask legal counsel whether wages are required to be paid during travel time to and from conferences and meetings. There was discussion whether certain professional municipal memberships for the DPW, Clerk and Treasurer should be paid for by the Village or by individual employees. Trustee Bennett suggested that employees should pay for their individual memberships; Trustee Hardy stated that he thought the current memberships benefit the Village. Chairman Schulz indicated that discussion will continue at the next committee meeting.

**7. New Business:**

**a) Performance Evaluation Scheduling** - Employee discussion session to present the Employee Performance Appraisals will be held at the next committee meeting on October 29, 2015 at 7:45 a.m. The committee will explain the process and employee appraisals.

**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:** \_\_\_\_\_