

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

October 29, 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, Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer; Chief Rowe, Officer Bill Drollinger; DPW Staff - Aaron Kirt, Al Odom, Bradley Keiser and Chris Thompson
 - 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 October 29, 2015 were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the October 22, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Performance Evaluation – Employee Orientation** – Chairman Schulz explained the development of the wage scales, job descriptions and performance evaluation appraisals that the committee had been working on. He noted that the employee handbook had not been updated in awhile. Chairman Schulz stated that the position descriptions were intended to safeguard employees' work if challenged by a future council member who wants to see something done differently. He added that the current employee handbook states that employees will receive performance reviews by council. The problem with this is that council does not see the employees on a regular enough basis to accurately evaluate performance. Chairman Schulz noted that staff found the 360 peer review appraisal on line and that it had been modified to fit the peer review process the committee proposed. Using the police officer position as an example, Chairman Schulz explained the steps involved in the process. The supervisor and employee will complete their respective reviews. Anonymous peer reviews by staff having regular contact with the employee will be completed. The reviews will then be summarized by the committee

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and a final employee appraisal prepared. Chairman Schulz stated that the process is intended to be fair and accurate; performance reviews are important because they are tied to the wage structure that the committee will be proposing. He moved on to address the wage scales developed by the committee noting that the scales for each position established a starting hourly wage with annual stepped up increases to the maximum hourly wage to be paid after five years of service. Chairman Schulz stated that during the budgeting process the committee will be looking at the cost of living. With the development of the wage scales, any COLA will be calculated based on the average hourly wage of all employees. He provided a hypothetical example: if the average hourly wage was \$17 and COLA 2%, each employee would receive an additional .34 per hour. Chairman Schulz explained that the performance review process is intended to reward top job performance. The annual review process and availability of funds in the budget will determine any additional amount paid to an employee. Employee reviews will be conducted in November and December so that all wage information will be ready for budget discussions beginning in January. Employee comments were solicited. Trustee Bennett asked if all understood the cost of living concept being proposed stating that there will no longer be a 2% or 3% annual wage increase. He added that at the fifth step on a wage scale those employees will be paid the same wage. Chairman Schulz explained that MML wage survey information had been reviewed in conjunction with the development of the proposed wage scales. According to Chairman Schulz, retaining knowledgeable employees who provide services in the Village comes with the cost of providing fair benefits and fair wages. All employees, included part-time, will be evaluated.

b) Water Treatment Certification – Chairman Schulz explained that this was a correction from the last meeting. Treasurer Odom had noted that the maintenance employee wage scale did not consider staff certifications. The question was whether a separate wage scale should be developed for employees without certifications. Trustee Bennett asked who paid for certifications? Chairman Schulz thought that this could be discussed with the supervisor and be part of an employee's review. Trustee Bennett suggested that the developed wage scale be implemented for a year. There may not be an issue.

c) Personnel Policy – The committee continued its review and clarified questions in the Employment Classification, Holidays, and Other Travel Reimbursement subsections of the policy. The current Village of Bellaire Travel Policy and FLSA Fact Sheet were reviewed. The Village of Bellaire Travel Policy is at least 8 years old and will have to be updated after the Personnel Policy is completed. The committee reviewed the Discipline and Discharge, Progressive Discipline, and Procedures Upon Ending Employment subsections in Section VI. Conditions of Employment. Trustee Bennett and Chairman Schulz expressed appreciation for the progressive discipline provisions as outlined by legal counsel. Staff was asked to research exit interview forms. Language pertaining to an employee's final paycheck was changed. Review of the personnel policy will continue at the next committee meeting.

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7. New Business:

a) Development of Worker's Compensation Policy – Due to time constraints this matter was tabled to be addressed as the first item under Old Business at the next committee meeting. In the meantime, the committee will review the sample policy received from another unit.

8. Discussion Items: Chairman Schulz stated that he sensed the employees were satisfied with the work done to develop a wage scale. Trustee Hardy noted that he did not expect an overreaction; he stated if he were an employee he would wait until March to see how the process works and do the math. Trustee Bennett added that any time there is change adjusting will take time. Chairman Schulz expressed appreciation for employee input on performance pay.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:48 a.m.

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

Approved: _____

Date: _____