

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

November 3, 2015

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:45 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:** Chairman Schulz requested that “Exit Interview Form Draft” be added as an item under New Business. The agenda was amended.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as amended. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the October 29, 2015 meeting were approved.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the October 29, 2015 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Development of a Worker’s Compensation Policy-** The committee reviewed the Southfield Township Workman’s Compensation policy provided in response to a listserv request. It was determined that the policy was specific to Southfield Township coverage provisions. The Village of Bellaire policy should include a section about an employee returning to work with or without work restrictions. Benefit coverage provisions were reviewed and determined not applicable to the Village. Chairman Schulz stated that he will email other medical care facilities to see if they have workmen’s compensation policies for the committee to consider and use as resource materials. He stated that the Southfield Township Policy provided a good introduction to the committee.
  - b) **Personnel Policy -** The committee read the remaining provisions of the Personnel Policy. Minor revisions were made to various provisions, including some corrections to grammar and punctuation. The non-smoking policy was extended to include no smoking in all Village-owned vehicles. The subsection title “Act of God Days” was changed “Severe Weather Designations”. The current policy regarding supplemental income is to

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be referenced with the “Conflict of Interest” provision. According to Treasurer Odom, there are employees who currently have supplemental employment in the fire department and with the fire board. The policy has been to obtain village council permission. Trustee Bennett stated that employees should be able to continue with their supplemental employment. Section VII. Privacy and Communication Policy was reviewed. Trustee Hardy suggested a clarification to the Employee Privacy subsection. The proposed Computer/Internet Policy was reviewed and modified to reflect current practice. The committee will consider any final edits at the next meeting.

**7. New Business:**

**a) Exit Interview Form Draft** – The committee reviewed the draft exit interview form staff found on-line. The committee agreed that there was no need to reinvent the wheel. Trustee Hardy suggested that the employee’s supervisor select additional questions, from 4 to 10, to which the employee should respond.

**8. Discussion Items:** Chairman Schulz stated that he was glad to have the Personnel Policy and related documents completed.

**9. Communications/Informational:** Treasurer Odom asked when the developed wage scales would be presented to the village council? Chairman Schulz indicated that the committee wanted to present them as part of the budget process, but early on in the process. He would like all council committees to meet by the beginning of December so that the Administration and Personnel Committee has time to work on budget recommendations. Treasurer Odom informed the committee that assessment information for the current budget was not available until January 2015.

**10. Member/Public Comment:** None presented.

**11. Adjourn:** The meeting was adjourned at 8:38 a.m.

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

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

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