

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

November 12, 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 Lockett, 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 written. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the November 3, meeting were approved.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the November 3, 2015 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Personnel Policy:** The committee reviewed a section proposed to be added to the Personnel Policy. Chairman Schulz noted that it made sense as there was not a pertinent provision in the policy. The new provision, added as 17.Village Owned Property and Equipment provides, "Village employees may not use Village-owned vehicles, tools, equipment or other Village-owned property, for personal use without prior approval of the Village Council." Chairman Schulz asked if there were any other changes to the Personnel Policy or to the Exit Interview Form. There were none. He directed staff to prepare a fully edited, clean copy of the Personnel Policy. The fully edited policy together with a copy of the current employee handbook, will be provided to the Village Council for consideration at the December meeting. Trustee Bennett recommended consideration of a parliamentary procedure that would allow for discussion in a work session format. Trustee Hardy requested that the policy be sent out earlier than the usual meeting packet. Chairman Schulz asked that a motion be made by the committee to recommend to Village Council the adoption of the new Village of Bellaire Personnel Policy.

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Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to Village Council the adoption of the new Village of Bellaire Personnel Policy. Motion carried by unanimous voice vote.

b) Workmen's Compensation Policy: Chairman Schulz indicated that he had researched Meadowbrook's workmen's compensation policy but had not found much in writing. The committee decided to use the Southfield Township policy as a template. Provisions were edited to reflect language in the Village of Bellaire Personnel Policy. The claim payment process was discussed. Staff was directed to get clarification regarding life and health and insurance coverage. Edits to the policy are to be made and discussion to continue at the next committee meeting.

7. New Business:

a) 2016-2017 Budget Items: Chairman Schulz reviewed the spreadsheet he developed for the budget process, explaining that it was formatted to allow amounts inputted to automatically populate corresponding budget line items. He asked staff about the availability of policy premium amounts. He noted that in the spreadsheet wages are allocated between the appropriate funds based on last year's percentages; health and any short term disability insurance premiums are allocated by eligible employee; any merit increase an employee may receive will be allocated as cents per hour between funds or as directed by the accountants. Staff reported that committee meetings are scheduled and staff is gathering information for budget discussions.

8. Discussion Items: None presented.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:32 a.m.

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

Approved: _____

Date: _____