

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

December 3, 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
  - 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 November 12, 2015 meeting were approved.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the November 12, 2015 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Workmen's Compensation Policy:** Typographical error in the title will be corrected. The committee reviewed the policy paragraph by paragraph. The employee reporting forms were reviewed and language added, "or waive same in writing on the Employee's Report of Injury forms" which will then be signed and dated. The committee reviewed the benefit continuation provisions. Chairman Schulz pointed out that the FMLA allows for up to 12 weeks of unpaid leave during which the village pays for the employee's health insurance. Staff was requested to research the question of whether the comp carrier will pay health insurance premiums for the employee beyond the three month period. It was also clarified that in the event the comp payment, a total of 75% of gross weekly base pay, did not cover expenses, the employee could request compensation from banked paid leave so the total amount received was the equivalent of 80 hours pay.
  - b) **2016-2017:** Staff reported that subcommittees have been meeting but because department requests and price quotes have not been received, recommendations are incomplete. Treasurer Odom identified expense items that staff would like the committee to consider in its review. She indicated that there will be some amounts, such as for the

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meter reader, that will need to be carried over to 2016-2017. The committee began its review of the general fund budget comparing each line item in last year's proposed budget to actual revenues and expenditures as of October 31, 2015. With input from Treasurer Odom, projected line item amounts were entered. Budget discussions, including other committee recommendations, will continue at the next committee meeting.

7. **New Business:** None.
  
8. **Discussion Items:** Chairman Schulz requested that Employee Performance Appraisal forms be passed out to employees on December 7, 2015 for completion and return by December 18, 2015. The committee will meet December 17, 2015 to continue budgeting process and finalize with workmen's compensation policy. Chairman Schulz was asked to clarify Supervisor Stead's return to work. Staff was directed to contact Supervisor Stead to inform him that his return date is December 7, 2015. Discussion occurred about informing employees of changes in the personnel policy. It was decided that in order to familiarize employees with updates all available employees are to attend the next committee meeting.
  
9. **Communications/Informational:** None.
  
10. **Member/Public Comment:** None.
  
11. **Adjourn:** The meeting was adjourned at 8:48 a.m.

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

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

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