

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

December 17, 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; Brad Rowe, Chief of Police; Bill Drollinger, Police Officer; Ken Stead, DPW Supervisor; Chris Thompson, WWTP; Al Odom and Bradley Keiser, DPW.
 - 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 December 3, 2015 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the December 3, meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **New Business:** The committee agreed to take an item of new business out of order so that staff did not have to sit through the entire meeting.
 - a) **Staff Orientation:** Chairman Schulz explained to staff present that the village council had recently adopted the new Village of Bellaire Personnel Policy. He stated that the purpose of the meeting was to review highlights, to ask whether employees had any questions, and to request that each employee, when comfortable, sign and return the receipt on the last page. Chairman Schulz next reviewed the summary of updates. He noted that the policy includes a provision prohibiting smoking in Village public or work areas and in Village-owned vehicles. He indicated that the new policy prohibits the use of Village-owned vehicles, tools, equipment or other Village-owned property without approval of the village council. There were questions from police and maintenance personnel about use of vehicles. Chairman Schulz requested that the use of vehicles be added as an item under new business for the council meeting in January. He also pointed out the new section in the employee policy that addresses telephone, computer and internet acceptable and unacceptable uses. If employees have questions about the new policy they may speak with Chairman Schulz or other committee members. Treasurer Odom requested that any questions be noted in writing. Staff asked about the calculation of personal days.

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Chairman Schulz agreed that the section needed to be reviewed for editing. Chairman Schulz also noted that the committee would be clarifying police holidays and comp language. When asked about oversight of the policy, Chairman Schulz stated that employee concerns may be taken to an employee's supervisor or the Administration and Personnel Committee.

7. Old Business:

a) Workmen's Compensation Policy: Treasurer Odom provided an update on the question of health insurance. She reported that she had spoken with the village health insurance representative. According to the health insurance company, the village could maintain health insurance for an employee on workmen's compensation for as long as it wanted. Whether the workmen's compensation carrier would help defray the cost depends on the state average wage. In the case at hand, the employee's current wage is higher than the "average wage" so there is no health insurance benefit coverage available. The Village will provide health insurance under FMLA for 12 weeks. Health insurance beyond that may have to be evaluated on a case-by-case basis. Hoping to avoid a case by case determination, committee members suggested purchasing long term disability insurance. Treasurer Odom was directed to research the cost of long term disability insurance.

b) 2016-2017 Budget Items: The committee continued its review of specific fund budgets corrected by Treasurer Odom and those submitted by Supervisor Stead. Chairman Schulz quickly recapped previous budget discussions and proposed budget amounts by line item considered to date. He clarified that the budget amounts in red indicate they are for committee discussion. Treasurer Odom reported that she is in the process of obtaining price quotes for various committee recommendations. Budget discussions will continue at a future meeting.

8. New Business:

b) Addition to Village of Bellaire Personnel Policy: Due to time constraints, discussion of additions to the new policy was tabled.

9. Discussion Items: None presented.

10. Communications/Informational: None presented.

11. Member/Public Comment: None presented.

12. Adjourn: The meeting was adjourned at 8:40 a.m.

Minutes compiled by:

Lori Lockett, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____