

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

January 12, 2016

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:49 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 as presented.  
**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 22, 2015 meeting were approved.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the December 22, 2015 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Employee Performance Evaluations:** President Schulz commented on the employee evaluation form noting that the title will have to be changed to assist in ease of identifying if it is an employee's self evaluation. He reviewed a proposed template into which evaluation ratings and comments will be entered under General Evaluation, General Job Skills and Self-Management categories. There was brief discussion of a how overall performance ratings might correlate to additional compensation. The committee members were asked to think of equitable strategies in developing a formula for any compensation increases. The initial appraisals will establish a baseline for employee performance. The amount of any proposed increase will be established each year based on available funds in the budget. Each member is to complete performance appraisals of the department heads and submit them to the clerk by the end of the week. Chairman Schulz noted that the appraisals are intended to be improvement documents, not a punitive process.
  - b) **2016-2017 Budget Items:** Chairman Schulz noted that as the wage discussion is pending, the budget proposed for 2016-2017 has wage information from the current fiscal

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year. Treasurer Odom reported on insurance and other quotes for the proposed budget. The committee briefly discussed wage, revenue and expenditure amounts in certain departments. The budget through December 31, 2015 will be available at the next committee meeting. There was discussion of whether there is an increase in the cost of living projected for 2016-2017. The committee agreed to identify the source of cost of living to be used in current and future budgets. Trustee Bennett suggested “all-cities clerical”. The new wage rates will be inserted into the proposed budget for the committee’s consideration at the next meeting.

**c) Additions to Village of Bellaire Personnel Policy:** There was discussion about provisions in the new policy for which staff had requested clarification. The committee will review possible scenarios as a means of explaining the provisions. Once all questions are addressed, the committee will make a recommendation to the village council regarding any proposed amendments.

- 7. **New Business:** None presented.
- 8. **Discussion Items:** None presented.
- 9. **Communications/Informational:** President Schulz informed the committee that he had been invited to speak at the Bellaire Lions Club meeting on Thursday. He noted that he will speak about matters pertaining to village infrastructure, including the SAW grant, the 2013 water study, the new well and street lights. He also intends to highlight developments in village process and procedures, and fiscal status.
- 10. **Member/Public Comment:** None presented.
- 11. **Adjourn:** The meeting was adjourned at 8:53 a.m.

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

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

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