

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

January 19, 2016

7:45 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:46 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 January 12, 2016 meeting were approved.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the January 12, 2016 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **Additions to Village of Bellaire Personnel Policy:** Discussion occurred about questions and changes to the personnel policy. Inconsistencies between past practice and conflicting language in the personnel policy were addressed. Changes were proposed to provisions in Section IV. Salary and Wages; Section V. Benefits and Other Remuneration and Section VI. Conditions of Employment. The provisions pertaining to termination of employment will be revisited so that it sets forth required notice and any health insurance information on the previous handbook. Once changes are recommended and approved by the village council, an updated policy will be reissued to each employee.
  - b) **Employee Performance Evaluations:** Chairman Schulz provided the worksheet to committee members for their review. The next step in the process will be the cumulative appraisal being prepared. Evaluations of employees with supervisors will be reviewed with the employee, the supervisor and one member of the committee. Evaluations of department heads shall be reviewed with the employee and the entire committee at a committee meeting. Chairman Schulz reiterated that he would like the information to be

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used as a performance improvement process; this needs to be a positive process focusing on improvement of skills. The overall rating sheet points out areas of improvement.

**c) 2016-2017 Budget Items:** The budget provided has the new Blue Cross Blue Shield rates and the short term disability estimates. Chairman Schulz reported that he and Treasurer Odom will be combing through the budget comparing last year's budget with the proposed budget. The next meeting will be a detailed review of the proposed budget. Chairman Schulz explained that he has taken the proposed wage rate scale and has inserted it into the 2016-2017 budget and has prepared a spreadsheet that allocates wages per fund. The cost of living, once identified and inserted, will populate appropriate accounts also. There was discussion about the calculation of a merit bonus. It was suggested that the employee's self rating should not be included in the calculation. Supervisor and peer rating averages will be used in the calculation; employees evaluated below a certain level will not receive an increase. Evaluation rankings between certain levels will receive a merit bonus the amount of which will be determined either on a percentage or cents per hour and available funds. There was discussion of cost of living and that it is low. The wage scale is to be approved on an annual basis and may include a recommendation to include increases of 2% or the cost of living.

**7. New Business:**

**a) Long Term Disability Insurance:** Treasurer Odom reported that due to the number of non-exempt employees, the insurance company refused to provide a quote for long term disability insurance.

**8. Discussion Items:** None presented.

**9. Communications/Informational:** Chairman Schulz spoke to the Bellaire Lions last Wednesday. Questions were raised that have been forwarded to staff. Treasurer Odom requested and received clarification regarding payment in lieu of health insurance.

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