

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

February 9, 2016

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 Lockett, Clerk
 - 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 22, 2016 were amended under "Others Present" to note that Bill Drollinger was in attendance. The amended minutes were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the January 22, 2016 meeting as amended. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Employee Performance Evaluations:** President Schulz reviewed the evaluation summaries he had prepared noting that the point rating had been determined by averaging the supervisor's overall rating and peers' overall ratings. He explained that overall ratings schedule and corresponding merit bonus percentages ranging from 1.5% to 3%. Merit bonuses have to be approved in the budget and will be disbursed after performance evaluations have been discussed with each employee, their respective supervisor, and a committee member or members in the case of department heads. Public Safety department employee evaluations will be reviewed with Chief Rowe on March 7, 2016. DPW employee evaluations will be reviewed with DPW Supervisor Ken Stead either March 10 or March 11. President Schulz explained that as the process is intended to be positive, the final performance evaluation will consist of scoring and goals and objectives for each employee. Trustee Hardy suggested that employees be provided a blank evaluation form to make comments and notes throughout the year, adding that if he were a village employee, he would be very happy to see something like this in place. Trustee Bennett stressed the importance of being able to quantitatively measure employee

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performance. The committee members agreed that the documents need to be labeled differently and that the evaluation process should begin in mid-November.

In addition to reviewing the merit scale, the committee discussed the appropriate index for cost of living to be considered. After a review of various indices on line, the committee agreed to use the results of a Google search for the CPI Midwest Region 2015, chart 1 on the first web page, Bureau of Labor and Statistics Midwest Division. President Schulz then proposed that the adjustment to the Village wage scale be based on the Bureau of Labor Statistics Midwest Division, December to December, in which the CPI factor for the coming year will be the greater of “all items less food and energy” or “all items”. According to President Schulz the resulting 1.5%, increases all wage scale steps 28 cents. Information will be provided to Treasurer Odom so that the budget will be updated.

Motion by President Schulz, seconded by Trustee Bennett, to recommend to the Village Council that the Village of Bellaire use the Bureau of Labor Statistics Midwest Division, December to December, in which the CPI factor for the coming year will be the greater of either “all items” or “all items less food and energy”. Motion carried by unanimous voice vote.

7. **New Business:** None presented.
8. **Discussion Items:** President Schulz reported that he had a brief conversation with Bill Drollinger about the wage scale, its development, and its application to prospective public safety candidates.
9. **Communications/Informational:** Clerk Lockett asked about the changes to the personnel policy. President Schulz directed that it be added to the next meeting’s agenda.
10. **Member/Public Comment:** None presented.
11. **Adjourn:** The meeting was adjourned at 8:40 a.m.

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

Approved: _____

Date: _____