

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

March 7, 2016

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 David Schulz, Trustee Dan Bennett and Trustee Bryan Hardy
 - Members Absent:** None
 - Staff Present:** Cathy Odom, Treasurer
 - Others Present:** Brad Rowe (7:52 am)
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 22, 2015, closed session meeting and the February 9, 2016 meeting was approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the December 22, 2015 closed session meeting and the February 9, 2016 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Employee Performance Evaluations-Public Safety:** Chairman Schulz noted the committee will go over the Chief's evaluation with Chief Rowe. Once complete, the committee and the Chief will review the evaluations of the other officers. Trustee Bennett asked if there has been any feedback from staff about the evaluations. Chairman Schulz said he spoke with Chief Rowe who feels that overall this is a good process, but there is some apprehension because it is so new. Schulz said as we meet with all of the employees, we can reiterate that this is the first pass at this process and it can be improved as needed. He said that we do not really have to go over goals & objectives for Chief Rowe, but he would like Chief Rowe's input for Bill Drollinger, as far as being the new Chief. This would mostly be in regards to training opportunities for the Chief's position. It was noted that Zack is expected back in May and upon his return, one of the committee members can sit down with him and review his evaluation. Trustee Hardy verified that no employees will not see the comments made on their evaluations. The only thing that will be in the employee file is the final

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

signed copy of the review, with the employee receiving a copy of it. All other copies of the evaluations will be destroyed. Chairman Schulz said that they would like to focus on areas of improvement and not the negative issues. The committee began the evaluation interview with Chief Rowe. The committee also reviewed the other officers' evaluations with the Chief. Treasurer Odom did not stay in the room for the interview and returned to the committee meeting at 8:32am. Discussion of the things that Officer Drollinger will have to work on as he takes over the Chief's position included getting used to the day shift, more social interaction of a non-violation or non emergency nature, the possibility of not being able to leave the area for outside calls and the need for flexibility that the night shift may not have required.

7. New Business:

- a) **Additions to Village of Bellaire Personnel Policy:** This item was tabled until a further review of the changes could take place. Committee agreed to place it on the March 10, 2016 agenda for discussion and possible recommendation to Council.

8. Discussion Items: Trustee Bennett noted there was some question on how the merit pay was going to work. He verified that we all understood this was based on last year's work performance.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 8:42 a.m.

Minutes compiled by:
Cathy Odom, Treasurer

Minutes are subject to approval.

Approved: _____

Date: _____