

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

March 10, 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 Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk; Ken Stead, DPW Supervisor
 - Others Present:** None.
3. **Approval of Agenda:** At the request of Chairman Schulz, Chief of Police Contract was added as an item under New Business. The agenda was approved as amended.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as amended. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the March 7, 2016 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the March 7, 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 – DPW:** Chairman Schulz reviewed the procedure for the performance evaluation. The committee began the evaluation interview with DPW Supervisor Stead. At the conclusion his interview, the committee reviewed other DPW employees' evaluations with Supervisor Stead.

Clerk Luckett did not stay in the room for the evaluation interview. She returned to the committee meeting at 8:47 a.m.
 - b) **Additions to Village of Bellaire Personnel Policy:** Due to time constraints, this item was tabled for further review at the committee's next meeting.
7. **New Business:**
 - a) **Chief of Police Contract:** The committee reviewed the contract for the Chief of Police position. The wage rate has been established and contact information will be

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added. There was brief discussion about the contract term. It was noted that the initial term of recent employee contracts has been for a one year. The committee agreed that as this is a new position for Bill Drollinger, the term of this contract should be for one year. Chairman Schulz made a motion to recommend to the village council that council extend a one year employment agreement with Bill Drollinger as Chief of Police, effective date March 10, 2016 to March 9, 2017.

Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to the village council that council extend a one year employment agreement with Bill Drollinger as Chief of Police, effective date March 10, 2016 through March 9, 2017. Motion carried by unanimous voice vote.

Committee members identified the DPW and Public Safety employees with whom each will meet for their respective performance evaluations. Staff will coordinate dates and times for DPW employee sessions with the DPW Supervisor and committee members. The employee evaluations for the Clerk and Treasurer will be conducted at the next committee meeting on March 23, 2016.

- 8. Discussion Items:** None presented.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** The meeting was adjourned at 8:54 a.m.

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

Approved: _____

Date: _____