

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

March 23, 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 as written.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as written. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the March 10, 2016 meeting were approved.  
**Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the March 10, 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:** Chairman Schulz explained to the committee the manner in which he addressed an employee's concern about the review process. After brief discussion, the committee began the evaluation interview with Clerk Lockett. Upon completion of her review, Clerk Lockett left the room. Treasurer Odom joined the meeting and the committee conducted her evaluation interview. Clerk Lockett returned to the meeting at 8: 46 a.m. The committee scheduled its next meeting on March 29, 2016 at 7:45 a.m. Agenda items will include Chief Drollinger's performance evaluation and the applications for police officer position.
  - b) **Additions to Village of Bellaire Personnel Policy:** Due to time constraints, this item was tabled until the next committee meeting.
7. **New Business:** None presented.
8. **Discussion Items:** None presented.

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- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** Trustee Bennett stated that he thought the Treasurer's evaluation was an indication of where he hopes the process will go.
- 11. Adjourn:** The meeting was adjourned at 8:49 a.m.

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

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

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