

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

March 29, 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 Lockett, Clerk; Chief Drollinger
 - 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 March 23, 2016 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the March 23, 2016 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - Employee Performance Evaluations:** Chairman Schulz explained that the evaluation interview of Chief Drollinger was based on past performance as police officer and looking forward. Clerk Lockett left the meeting at 7:49 a.m. and the committee conducted the evaluation interview.
 - Clerk Lockett returned to the meeting at 8:12 a.m. Because Chief Drollinger was in attendance, the committee agreed to move to “new business” and to return to the remaining item under “old business” as time permitted.
7. **New Business:**
 - a) **Review of Applications for Police Officer Position:** Chief Drollinger identified the top three candidates he wished the committee to interview. There was discussion about the prospective candidates’ qualifications and the information that Chief Drollinger had gathered to date. The committee agreed to extend invitations to interview to two

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candidates. Interviews will be conducted at the next committee meeting on April 7, 2016 at 5:30 p.m.

8. Old Business continued:

Additions to Village of Bellaire Personnel Policy: Chief Drollinger had a question about the policy pertaining to Village-owned vehicles should a police vehicle be involved in an accident. He will discuss his suggestions with Clerk Luckett and proposed changes will be brought to the committee at a future meeting.

The committee began a review of the suggested clarifications to the personnel policy. Language in Section IV, Salary and Wages was reviewed and the proposed correction discussed. The committee agreed to corrections and clarifications dealing with compensatory time and performance reviews. The committee moved on to review Section V, Benefits and Other Remuneration. The language regarding COBRA was removed as it is not applicable to the Village. Language proposed for payment in lieu of benefits was reviewed. Chairman Schulz explained his understanding of the proposed language and the history of health insurance policy payment and coverage; there used to be one rate for one person, another rate for two persons and a family rate. Now, insurance is paid per person based on the insured's age. The question has been raised because the Village employs a married couple. Trustee Bennett expressed his opinion based upon his experience in negotiations. He believes that each employee is entitled to the benefit package provided to each employee regardless of whether they are married. According to Trustee Bennett, the payment in lieu of insurance saves the employer money. Discussion on this provision will continue at the next meeting.

9. Discussion Items: None presented.

10. Communications/Informational: None presented.

11. Member/Public Comment: None presented.

12. Adjourn: The meeting was adjourned at 8:50 a.m.

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

Approved: _____

Date: _____