

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

April 7, 2016

5:30 p.m.

1. **Call to Order:** Trustee Bennett called the meeting to order at 5:30 p.m.
2. **Attendance**
 - Members Present:** Trustee Bennett and Trustee Hardy
 - Members Absent:** Chairman Schulz
 - Staff Present:** Lori Lockett, Clerk; Bill Drollinger, Chief of Police
 - Others Present:** Colette Stanish
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the March 29, 2016 meeting were approved.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the March 29, 2016 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Additions to Village of Bellaire Personnel Policy:** Trustee Bennett explained that Lockett had received information from the Village health insurance agent clarifying his concern about the “payment in lieu of” insurance. The Affordable Care Act has changed how premiums are calculated. When a husband and wife are employed by the Village, whether they are insured as a couple or individually, the premium would be the same. The payment in lieu of insurance would be appropriate for an employee whose spouse had insurance through the spouse’s employer.
 - b) **Police Officer Applicant Interviews:** With a specific set of background and scenario-based questions to be answered by each candidate, Chief Drollinger began the interview. Committee members followed up with questions each had. The first candidate to be interviewed was Ashley Grosberg. The second candidate selected for interview was Terry McBee. At the conclusion of the interviews, the committee discussed the qualifications of each. Trustee Bennett noted that as requested of the Village Council, the Administration and Personnel Committee had received authorization to extend an offer of employment to one of the candidates. Considering his background, recommendations,

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

and interview preparation, Trustee Bennett made the motion to offer the position to Terry McBee.

Motion by Trustee Bennett, supported by Trustee Hardy, to extend an offer of employment to Terry McBee. Motion carried by unanimous voice vote.

Trustee Bennett inquired about the wage rate for Mr. McBee's experience. Chief Drollinger indicated that the starting wage had been published in the employment advertisement. The police department requires a 60 day probationary period. There was discussion that a wage rate increase could be recommended upon successful completion of the probationary period. The wage rates for first and second step were discussed.

Motion by Trustee Bennett, supported by Trustee Hardy, to recommend to the Village Council that upon successful completion of the probationary period, the hourly wage be increased to the second step on the wage schedule. Motion passed by unanimous voice vote.

c) Additions to Village of Bellaire Personnel Policy continued: Further discussion on the personnel policy was tabled until the next committee meeting.

7. **New Business:** None presented.
8. **Discussion Items:** Trustee Bennett asked about the equipment to be provided to the new officer. Chief Drollinger indicated that McBee has all equipment he needs to get started. McBee will have to be certified to use the weapon used by the Bellaire Police Department. Additionally, there are physical and drug testing requirements to be met. Luckett asked whether the committee wanted an authorized background check done of Ms. Grosberg to have as a backup. Both members indicated yes. Chief Drollinger indicated that background checks are very extensive.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** Mrs. Stanish expressed her opinion that both candidates be hired. Members agreed that it would be nice to have a backup in the event an officer is sick or there is a change with the part-time officer's status.
11. **Adjourn:** The meeting was adjourned at 6:27 p.m.

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

Approved: _____

Date: _____