

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

April 12, 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 Lockett, Clerk
 - Others Present:** None.
3. **Approval of Agenda:** The agenda was approved as presented.
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 April 7, 2016 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the April 7, 2016 meeting as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** There was no public present however, Chairman Schulz noted that he had a conflict with the item under New Business and that he would be turning the meeting over to Trustee Bennett and speaking as a member of the public at that time.
6. **Old Business:**
 - a) **Additions to Village of Bellaire Personnel Policy:** The committee continued its review of the proposed additions and revisions to the personnel policy beginning with Section V. Benefits and Other Remuneration. Having received clarification regarding payment in lieu of insurance, the committee agreed to the additional language in Subsection 1. Insurance. The committee reviewed and agreed to the proposed changes to Subsection 3. Paid Leave; and Subsection 4. Other Time Off With Pay. Subsection 7. Holidays was clarified to reflect the Police Department schedule. Additions to Section VI. Conditions of Employment were discussed and the inclusion of a new Subsection 3. Voluntary Termination of Employment and resultant renumbering of subsections were approved. The committee agreed to the inclusion of a twenty-four (24) hour time frame within which any employee must report an on the job injury to the supervisor in Subsection 16. Review continued with language authorizing occasional and incidental personal use of Village's computer system approved by the supervisor, being stricken

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

from Section VII. Privacy and Communications Policy, Subsection 4. The only remaining language to be reviewed is from Chief Drollinger.

7. New Business:

a) Employee Issue: The “Chair” of the Administration and Personnel Committee meeting was turned over to Trustee Bennett for the purpose of discussing this agenda item. Trustee Bennett stated that there appears to be a problem with how the Village was billing Meadow Brook Facility and Meadow View Apartments; and there appears to be a lack of communication between the Village and these two customers. He indicated that his understanding was that someone had determined that Meadow View should not be billed anymore. He would like to find out where the directive came from because it did not come through the Village Council. How did this happen? Who told whom not to read the meter? Discussion occurred about the process the committee should follow in addressing this issue. Trustee Bennett and Trustee Hardy determined that they should follow the procedure outlined in the Village of Bellaire Personnel Policy. Trustee Hardy asked Clerk Luckett whether a written formal complaint had been received. Mr. Schulz indicated that an official complaint letter was being sent. Pending receipt of the letter, Clerk Luckett was asked to check Village Council and Public Works Committee minutes beginning May 2014, as well as locate any work orders referencing the action. Speaking as the Administrative Services Director of Meadow Brook, Mr. Schulz explained that he had sent an email to Treasurer Odom requesting that a meter read for Meadow View be done; then subtracting the prior meter reading for the apartments back in April 2014, arrive at a sum that the Village would have billed Meadow View. Once he has that information, Meadow View will be able to reimburse Meadow Brook for the amount of effluent discharged during that time period. Mr. Schulz stated that his letter also includes a request to reinstate the monthly meter readings for Meadow View. When asked about repercussions for Meadow Brook, Mr. Schulz explained that fortunately they were minimal. His request to have Treasurer Odom run the readings through the BS&A software to arrive at a bill establishes a paper trail. There is no culpability on the part of Meadow Brook or Meadow View during the time frame. According to Mr. Schulz, Meadow Brook has a paper trail showing an immediate request for action to establish reimbursement. He explained that the root of the issue is Medicaid, Medicare, and the millage that the facility has for operations and bond debt repayment. Those revenues coming into the facility can only be used for the expenses of the facility; it is not appropriate to use those funds to pay for anything that is not a direct Meadow Brook expense. Trustee Hardy inquired about the bookkeeping for Meadow View Apartments. Mr. Schulz explained that his Human Resources assistant spends a couple of hours a week down in the apartments and is responsible for the invoicing that goes to the Meadow Brook accounts payable person. The Meadow Brook accounts payable person cuts those checks. Trustee Bennett requested that any time there are changes with Meadow Brook or Meadow View there be a paper trail to show what happened. Any changes in any accounts should have a paper trail. Upon receipt of the letter from Meadow Brook, another committee meeting will be scheduled. Trustee Bennett returned the meeting to Mr. Schulz.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

- 8. **Discussion Items:** Chairman Schulz recalled that during the course of employee evaluations, office staff raised the suggestion of monthly staff meetings. Considering the recently discussed situation, Chairman Schulz expressed his strong support for the concept for communication and clarification purposes. Once all of the additions to the Village of Bellaire Personnel Policy are approved, this idea will be taken to staff. There was brief discussion of the police officer hiring and Public Safety Department budget.

- 9. **Communications/Informational:** None presented.

- 10. **Member/Public Comment:** None presented.

- 11. **Adjourn:** The meeting was adjourned at 8:20 a.m.

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

Approved: _____

Date: _____