

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

April 26, 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; Cathy Odom, Treasurer
 - 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 19, 2016 meeting were approved.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the April 19, 2016 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** No public present.
6. **Conflict of Interest:** Chairman Schulz indicated that he had a Robert's Rules of Order question and wondered whether, during the fact finding process on the turning off of customer's meter he had a conflict of interest. Clerk Lockett responded and Chairman Schulz stated that he had a conflict with the second item under Old Business and would be turning the Chair of the meeting over to Trustee Bennett at that time.
7. **Old Business:**
 - a) Additions to the Village of Bellaire Personnel Policy:** The committee reviewed the probationary period language that had been included in the previous employee policy but omitted from the current policy. Chairman Schulz indicated that he wished to include the language in the current policy.

Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to the village council that the probationary period language be included in the current policy. Motion carried by unanimous voice vote.

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The committee next reviewed the drug and alcohol testing policies, as recommended by the village attorney, in Addendum A and Addendum B. Clerk Luckett also reported that the attorney cautioned against the removal of “committed in the workplace” from the provision regarding Notification of Criminal Conviction. Chairman Schulz agreed that the language should be reinserted and that the addendums should be added. The last item for review was the issue of payment of compensatory time and holidays. In the old policy, police officers working on a holiday received regular pay plus comp time in addition. The question was whether this policy should apply to police and DPW employees. Treasurer Odom joined the meeting at 8:10 a.m. to address the committee’s questions. Under the old policy, police officers working on a holiday received regular pay plus comp or holiday pay. DPW employees called into work on a holiday received holiday pay at time and a half or comp time. Chairman Schulz suggested that a payroll rule be developed for any employee working on a holiday. Trustee Bennett asked what was fair? The question is whether the policy could be the same for all employees? Chairman Schulz and Trustee Hardy expressed a preference to eliminate comp time and just pay for the hours worked on holidays. Trustee Hardy said that most employees have weeks of vacation, the comp time is an extra bonus. Under the previous policy, the police department received more. Chairman Schulz noted the precedent set if working on a holiday DPW is paid time and a half and they have the option of four hours of overtime or four hours of comp time. The same should be extended to the police department. There was discussion about paying double time for holidays. Trustee Bennett suggested that the Village pay double time on holidays and eliminate comp time. Chairman Schulz suggested that provision read, if an employee works on a holiday as listed in the manual they receive two times their regular wage rate and no comp time. Treasurer Odom asked whether prior approval of the supervisor would be required? Trustee Hardy agreed that supervisor approval should be required. Trustee Bennett asked whether comp time had to be listed on the books for accounting purposes? Treasurer Odom indicated that it did, and had to be accounted for in the respective fund. Chairman Schulz thought it was agreed that if an employee works the holiday they will be double time, no comp time. This will not affect the policy addressing the emergency telephone.

b) On line Payment of Water Bills: Treasurer Odom reported that she had been gathering information about on line bill payments. In order to start on-line payments through the BS&A system, the Village would need to get the “Access My Government” program. It is her understanding that there is no cost for the program. Additionally the Village would have to sign up with a third party credit card processing company. Treasurer Odom reported that BS&A partners with “Point and Pay”. There is no charge for this program, however, convenience fees are passed along to the customer. Treasurer Odom explained that there are several options available when using these programs; payments may be deposited into one account or split amongst several. The Village would receive two free card readers. Trustee Hardy asked about debit card, checking account and savings withdrawal payment options. Treasurer Odom said that the systems will take all payments fees are passed to the customer unless the Village decides not to charge a convenience fee. Chairman Schulz asked about the processing of payments. Trustee Hardy asked about the charge. Treasurer Odom thought the usual fee was 3%, it depends

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on the dollar amount charged. The fees charged depend on the payment option, for example, debit card, credit card or e-check. The fee information will be provided for council to consider. Chairman Schulz asked whether the Village had to consider a firewall to prevent access to the Village server. Treasurer Odom did not think that was necessary; however, account access may need to be limited to each respective registered user. Trustee Hardy asked whether other communities used this service? Treasurer Odom explained that she had put the question on the listserv; of the ten responses, a majority used the Point and Pay program partnered with BS&A. The committee agreed that on line payment should be presented to council. Trustee Hardy requested that Treasurer Odom also check into going with paperless billing. Treasurer Odom left the meeting.

c) Employee Issue: At 8:29 a.m. the Chair of the meeting was turned over to Trustee Bennett. Committee members acknowledged reviewing the employee statements. Trustee Bennett asked Trustee Hardy his opinion on what the problem was. Trustee Hardy noted that statements acknowledged a mistake in not notifying Meadow Brook or Meadowview and not sending a bill to Meadowview; but Meadowview's mistake for not notifying that they did not get a bill. Trustee Hardy suggested the Village should notify Meadow Brook that procedures will be put in place so that it does not happen again. There was discussion about establishing standard operating procedures. Trustee Bennett requested a copy of the policy developed. Clerk Luckett indicated that she and Odom are working to develop written policies. Trustee Bennett stated that he is upset about the situation but that the problem is that it happened two years ago. Trustee Bennett wondered if there was enough to write someone up? Trustee Hardy thought that unfortunately there was, it just depended on how far the committee wanted to take it. Trustee Bennett asked about office staff's responsibilities in this issue. Clerk Luckett stated this is causing a lot of angst amongst staff and second guessing; there are certain functions that council has relied on staff and designated those responsibilities for the day-to-day operations; this is one instance where there was a breakdown. As a member of the staff, she wondered if the committee wanted staff to bring all matters to council? She indicated that this can have a positive impact in that we develop policies and procedures so that this will not happen again; or it can have a negative effect whereas you convey that you do not trust the staff and everything has to be micromanaged. Working with Treasurer Odom on a day-to-day basis, Clerk Luckett stated that there some situations are judgment calls. In this case it was a mistake that has been acknowledged and will not happen again. Trustee Hardy stated that he does not want to manage staff; yes this was an oversight and hopefully not intentional; we need to have a standard operating procedure put into place and formulate a letter to the director at Meadow Brook with a statement that we have put procedures in place to make sure that this does not happen again. Clerk Luckett reported that the letter requested previously had been sent. Trustee Bennett stated that a staff member had taken it upon himself to make decisions without leaving evidence of the decision being made and who made it. This is where we are at now. While he agreed with Trustee Hardy that council does not need to micromanage, Trustee Bennett would like a procedure in place to bring such matters to council. Clerk Luckett assured him that office staff would be coming to council. Trustee Bennett asked for Clerk Luckett's opinion on what should be done? There was discussion that council, without question, has relied on what has been done and the historical knowledge of the employee.

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Maybe he thinks he can do something that you would rather have asked of council; perhaps what needs to be established are the parameters within which he has to work. Trustee Hardy thought step one would be to talk to the employee. Step two would be to establish a policy for dealing with matters that should be brought to council. It was suggested that this issue would have been properly addressed before the Public Works committee. Perhaps that is the procedure that should be in place, when there are questions with accounts other than non-payment or at the request of the customer. Trustee Bennett asked Mr. Schulz if he had any comments? Mr. Schulz acknowledged that the employee has been with the Village of a long time and able to make decisions. Mr. Schulz said that he has had direct conversations and is concerned about the tone - it is not a strong customer service focus. He provided two examples. After discussion of whether there had been complaints about the attitude with the DPW? The committee recommended that staff develop a work order or other system to keep track of requests and actions taken. Trustee Bennett reiterated that the problem is the lack of communication; he wants there to be a paper trail; a work order. To begin implementing the communications policy, the committee agreed that monthly staff meetings will be presented at the May council meeting with a request for each council member to attend a staff meeting. After further discussion a motion was made to recommend to the village council to have the Public Works committee meet with the DPW Supervisor to address items raised.

**Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to the village council that the Public Works committee meet with the DPW supervisor
Motion carried by voice vote with Chairman Schulz abstaining.**

- 8. **New Business:** None presented.
- 9. **Discussion Items:** None presented.
- 9. **Communications/Informational:** None presented.
- 10. **Member/Public Comment:** None presented.
- 11. **Adjourn:** The meeting was adjourned at 8:55 a.m.

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

Approved: _____

Date: _____