

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

June 16, 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; Cathy Odom, Treasurer; and Bill Drollinger, Chief of Police
 - 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 26, 2016 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the April 26, 2016 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** Chief Drollinger inquired about the proposed revisions to the Village of Bellaire Personnel Policy pertaining to holiday pay instead of comp time; wondering why it was not left the way it was? Treasurer Odom explained that the change had been prompted by her bringing to the committee's attention; that as it had been calculated, the police department was paid more for the same hours worked. Chairman Schulz asked Treasurer Odom to calculate police department holiday compensation prior to any proposed changes compared with what it will be with changes being proposed. Because the committee wants consistency between DPW and Public Safety, Chairman Schulz asked that DPW wage calculations be included on a separate sheet. Trustee Bennett asked whether comp time showed up on the audit as a liability? Treasurer Odom indicated that it shows up internally but not in an audit. Chief Drollinger also noted that the current personnel handbook does not address blood borne pathogens or sexual harassment. He is bringing these up now because he is reviewing the police policy manual. Chief Drollinger noted that those employees in contact with blood borne pathogens will have to have a series of shots made available to them. Chairman Schulz suggested that the policies should be referenced in the personnel policy but included as addendums. Any changes to the addendums, would not require redoing the handbook. He agreed with the suggestions and requested that Chief Drollinger submit proposals for the committee's consideration.

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6. Old Business:

a) Additions to Village of Bellaire Personnel Policy: Clerk Luckett explained that she had inserted the probationary period provision in the section dealing with “Conditions of Employment” and that she had referenced the probationary period in two other sections for clarification. The committee began its page by page review of the policy noting the proposed revisions to date. The provision relating to Paid Leave was clarified to state that “paid leave time will be scheduled based on the date the request was received”. The provision for personal days was modified to reference the initial probationary period rather than the stated “six months”. Holiday pay remained an open item for discussion at the next committee meeting. Chairman Schulz asked about the two weeks written notice requirement in the Voluntary Termination of Employment provision and whether paid leave was payable to the employee and whether there was a policy addressing use of paid leave during that second week. Treasurer Odom noted that an employee would be paid what is earned based on the employee’s anniversary date. The remaining questions with comp time, blood borne pathogens and sexual harassment will be addressed at the next committee meeting. Chairman Schulz requested that the cost for the various shot panels be made available for village council to consider. Chief Drollinger informed the committee that the village should develop an active shooter plan.

7. New Business:

a) Worker’s Compensation Policy: Clerk Luckett reviewed the form she had developed in response to the committee’s request to revise the insurer’s provided incident report form. The Worker’s Compensation Policy and associated forms, including the Village of Bellaire Employee’s Incident Report and Refusal of Treatment, will be submitted for approval to village council with the personnel policy.

a) DOL New Overtime Pay Rules: Treasurer Odom asked whether the committee would be making a recommendation regarding new overtime rules? Chairman Schulz asked committee members whether they wanted to make a recommendation in advance of the personnel policy approval. Trustee Hardy thought they should wait. Clerk Luckett indicated that she had copied the DOL Question and Answer document for their review, specifically citing the provision that addressed whether salaried employees’ pay needed to be changed to hourly. There was discussion that flex time scheduling could be used to avoid overtime for those currently classified as salaried employees and who do not earn the new wage threshold. Chairman Schulz said that there is a December 1, 2016 deadline. In the meantime, he would like employee contracts to be reviewed to determine whether current agreements are valid or will need to be terminated.

8. Discussion Items: Trustee Bennett commented that he had tried to walk down the sidewalk in front of The Lunch Box the other day but it was difficult with the chairs and tables. Chairman Schulz noted that the interior expansion is not complete.

9. Communications/Informational: None presented.

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- 10. Member/Public Comment:** Trustee Bennett expressed his appreciation for Chairman Schulz' knowledge and explanations as the committee reviewed the personnel policy. Chairman Schulz asked whether the DPW had protective equipment and indicated that the village should have the appropriate kit for mitigating blood borne pathogens should a situation occur in the village offices. Chairman Schulz asked staff to review OSHA requirements and determine whether the health insurance provider would cover any shots or boosters required for employees. Trustee Bennett asked if there was a definite date for the monument cleaning at the cemetery?
- 11. Adjourn:** The meeting was adjourned at 8:37 a.m.

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

Approved: _____

Date: _____