

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

June 30, 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:** Sherri Olds
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 voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the June 16, 2016 meeting were approved as presented.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of June 16, 2016 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Additions to Village of Bellaire Personnel Policy:** The committee reviewed Addenda C and D; C addresses blood borne pathogens. Chief Drollinger noted that the draft policy was from sample policies from MML. The hope was to have a policy that covers the police department and DPW. Clerk Lockett stated that she had started to edit the draft, but came across the OSHA sample policy and was requesting direction from the committee. While the sample policies were being reviewed, Chief Drollinger explained the research he had done on the Hepatitis-B vaccinations. He explained that while the Hepatitis-B vaccination has to be offered to the police officers; it is not offered to the DPW or required for office staff. Anyone who comes in contact with bodily fluids should have the Hepatitis-B vaccination done. He indicated that he had recently researched requirements for wastewater treatment workers and there was a lot of controversy about whether it should be required. In his personal opinion, he thought that the vaccinations needed to be offered to the DPW employees because of their contact with bodily fluids. The costs for Hepatitis-B vaccination and Hepatitis A-B-C test were presented. Chief Drollinger thought that the village should offer the tests to DPW now to establish a baseline for Hepatitis. Trustee Bennett thought the vaccination was a good idea. Treasurer Odom stated that medical service codes had been provided to the insurance agent to determine whether they would be covered by insurance. Chairman Schulz thought the vaccinations should be offered to

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DPW; the panels would establish a baseline for determining exposure. He directed staff to contact the workmen's compensation carrier to answer hypothetical questions about exposure and associated costs. After discussion and further review of the policies, Chairman Schulz requested that the exposure plan be incorporated into the sample policy from the Michigan Municipal Workers' Compensation Fund. Some of the items required in the squad car could also be provided in some DPW vehicles. Addendum D addresses Sexual Harassment. It was pointed out that the current employee policy has a general prohibition. Chairman Schulz read the approved provision for the committee. After brief discussion the committee agreed to add reference to the addendum in Section 111.4 of the employee policy.

- b) **Workers' Compensation Policy:** Clerk Luckett reported that the committee had worked on and approved the workers' compensation policy but that a recommendation to village council had not yet been made. Chairman Schulz requested a motion to recommend to the village council that the Workers' Compensation Policy be adopted.

Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council that the Workers' Compensation Policy be adopted. Motion carried by voice vote.

- c) **DOL New Overtime Pay Rules:** There was brief discussion about the calculation of holiday pay for the Public Safety and Public Works Departments. Treasurer Odom explained that employees working a holiday had received the holiday pay plus time and a half. In the previous employee handbook, employees were allowed to choose comp time in lieu of time and a half. In the current policy the committee has proposed that employees working holidays be paid double time and not offered comp time. After discussion, the committee decided to use holiday compensation as provided in the old policy with the provision that comp time have to be used by the end of the fiscal year.

The committee then began a review of the employment contracts for salaried employees whose wages do not meet the new DOL threshold. The committee reviewed the contract provision pertaining to compensation and suggested that wage rate be converted to hourly and that a provision "C." be added for overtime. There was discussion of developing a flex time schedule to reduce the potential for overtime. Treasurer Odom asked if guidelines were going to be developed for overtime. The committee suggested that flex time could be required as needed. Chairman Schulz then wondered whether meetings would be compensated by the hour or by per diem. Chairman Schulz directed staff to check with the village attorney on the flex time requirement and meeting compensation. Trustee Bennett wondered whether there had to be a change to the normal work week because of the new law. Treasurer Odom noted that the meeting per diem is set in the village code. There was brief discussion of whether all salaried would be converted to hourly. It was pointed out that salaried employees are not eligible for comp time.

7. **New Business:** None presented.
8. **Discussion Items:** There was brief discussion about staff meetings and council members attending. Chairman Schulz indicated that he had directed staff to prepare a schedule of staff meetings that would be presented to council so that an available member or members could sign up to attend one or more of those staff meetings. An effort will be made to avoid a quorum. Staff meetings are to be held regardless of whether a council member is able to attend. The first staff meeting will likely be more organizational. As the staff could identify an item requiring action by a committee, a formal report of the meeting would be helpful.

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Trustee Hardy asked whether an employee committee needed to be formed? A question was raised about whether staff meetings would be subject to the Open Meetings Act? There was comment that employees may not wish to be as forthright if a member of council is present. Chairman Schulz said the purpose of requesting council members to attend is to keep members educated about what is going on in the village. Committee members agreed that it could take a while for all staff to feel comfortable with addressing concerns; the goal is to improve communication.

9. Communications/Informational: None presented.

10. Member/Public Comment: Sherri Olds reported about three large, unleashed dogs that she had encounter while walking her dog in the park. She said that she had spoken with the dogs' owner who is currently in the campground and told her that the dogs needed to be on a leash. Ms. Olds then explained an animal ordinance that she had worked on for her hometown and offered to assist the village.

11. Adjourn: The meeting was adjourned at 8:47 a.m.

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

Approved: _____

Date: _____