

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

September 8, 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 Luckett, 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 voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the June 30, 2016 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of June 30, 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 Addendum C – Village of Bellaire Policy Exposure Control Plan for Bloodborne Pathogens line by line noting typographical errors and clarifying policy language. Clerk Luckett was asked to confirm whether standards for “universal precautions” had been identified. Chairman Schulz indicated that there is standard training available on the internet. Staff was directed to check with the worker’s compensation carrier about the reporting requirements for exposure incidents. As for the personal protective equipment (PPE) within the Public Safety and Public Works Departments, Chairman Schulz requested that the respective committees’ review of budgetary line items include the cost of equipment in the 2017-2018 fiscal year budget. If the village council approves the amended policy prior to the end of the fiscal year, at that time they could identify a recommended implementation date. In the event that date is before the end of the fiscal year, PPE cost information should be gathered because a budget amendment would be necessary. The committees will want to make sure to incorporate the PPE costs into the next fiscal year budget. Options for disposal of contaminated materials, i.e. sharps containers, are to be explored. Staff was asked to check with the worker’s compensation carrier about how it correlates exposure incidents with work-related injuries. Does the carrier want the sharp’s injury log within the reporting for worker’s compensation? What does the carrier want to village employees to do should treatment be required on a weekend? The worker’s

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compensation process needs to be reviewed to make sure that employees have authorization forms necessary to seek treatment. The committee reviewed the proposed vaccination forms. The Hazard Communication Standard for use by the DPW was reviewed. Trustee Hardy suggested stronger requirements for the introduction of new chemical hazards to which the committee agreed. Chairman Schulz noted the omission of eye wash stations from the standards and wondered if the DPW had the necessary equipment. The committee completed its review of the policy, subject to clarification of the questions raised.

- b) **DOL New Overtime Pay Rules:** Due to time constraints, review of this item was tabled until the next meeting.

- 7. **New Business:** None presented.

- 8. **Discussion Items:** Chairman Schulz requested that “Employee Evaluation Forms” be included as an item under “New Business” at the next committee meeting.

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

- 10. **Member/Public Comment:** The next committee meeting was scheduled for Tuesday, September 13, 2016 at 7:45 a.m.

- 11. **Adjourn:** The meeting was adjourned at 8:46 a.m.

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

Approved: _____

Date: _____