

# Village of Bellaire

## ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

### COMMITTEE MEETING MINUTES

September 13, 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 voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the September 8, 2016 meeting were approved as presented.  
**Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the September 8, 2016 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **DOL New Overtime Pay Rules:** The committee reviewed the memorandum prepared by village counsel. There was discussion about a recommendations that could be implemented in order to bring the Village into compliance with the new overtime pay rules going into effect December 1, 2016. The options included reviewing the per diems and adding those to the annual wage to see if the new threshold for salaried employees of \$47,476 is met. Wages would have to be set at \$22.83 per hour for office staff. Chairman Schulz suggested that Treasurer Odom could review and email the committee the current salaries and meeting per diems to determine where wages were in relation to new requirement. He added that there was time to review this and to make a recommendation to village council prior to the December 1 implementation deadline. A second option is to consider offering compensatory time off in lieu of overtime with the understanding that certain employees could accumulate no more than 480 hours of compensatory time. A third option suggested to minimize overtime is implementing a flex work schedule to account for meetings after the normal work day. Clerk Lockett explained what staff was currently doing to meet the 40 hour work schedule. Chairman Schulz thought that the time shifting might affect customer service. He suggested that his first preference was to review the current wage rates. He requested that staff review the last three years' annual per diems for an average; add those to the salaries and divide by 2080 to see what the hourly wage rates are. He hoped that with annual wage adjustments the Village could stay ahead of the requirements. Trustee Bennett asked how close he thought the current wages were to the new requirements? Chairman Schulz suggested that if the projected cost of overtime,

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plus wage rates, plus meeting per diems is over \$47,000 it may make sense to increase the wages. Trustee Bennett indicated that he did not have an issue with a flex schedule so long as it was not abused. According to Chairman Schulz, the goal is to be in compliance by December 1 - raising wage rates would impact budget by the end of the fiscal year. Trustee Bennett asked if options could be changed after one year? Chairman Schulz thought it possible and reminded the committee that another consideration was the employee performance evaluation. Clerk Luckett indicated that there would have to be a significant increase to pursue option one. Chairman Schulz noted that this would have to be reviewed at the next committee meeting; if this is not a viable option, the committee would look at option two. The Village already has a comp time policy in place for the DPW. This in combination with flexible scheduling may be the best way to go through the end of this fiscal year. The committee requested that Treasurer Odom be in attendance at the next committee meeting. Trustee Bennett asked who would approve the flex time in option three? There would have to be an approval process, a stipulation that there could only be one employee gone at a time; and a time period being requested. Clerk Luckett was asked whether a combination of options two and three would work. She thought it would be better for the Village than the increase in salary. Trustee Hardy cautioned staff to review the numbers and schedules carefully to determine the potential cost of overtime compared to wage increase. Chairman Schulz requested further committee review before a recommendation is made to village council,

- b) **Additions to Village of Bellaire Personnel Policy:** Clerk Luckett reported that she had received some preliminary answers from the worker's compensation carrier in response to questions raised at the last committee meeting. The worker's compensation insurance contact advised that the same forms would be used in the event of an exposure incident. Clerk Luckett stated that she is still waiting for a return call from the "loss control" specialist. As a follow up to comments made at the last meeting, Chairman Schulz clarified the methods and means by which Meadow Brook disposes of hazardous materials or launders contaminated clothing. He provided samples of the bags used and the policy adopted by Meadow Brook to office staff. He explained that ted bags are used for materials to be disposed of and incinerated; yellow bags for laundry to be washed. Due to the limited amount of contaminated materials and clothing anticipated, Chairman Schulz suggested that the Village pursue a memorandum of understanding with Meadow Brook or Antrim County for their disposal.

**7. New Business:**

- a) **Employee Evaluations:** The committee reviewed the cover sheets for the performance appraisal forms and made changes to eliminate any confusion as had been experienced last year. Performance appraisals will be provided to each employee with the name of the employee being reviewed filled in. In order to maintain confidentiality yet assure that all employees evaluations are accounted for, a double envelope format will be used. Performance evaluations are to be distributed to employees on November 1 for return by November 30. Clerk Luckett was asked to remind staff at the October staff meeting about the upcoming evaluations and to review their respective goals from last year. Trustee Bennett asked whether any employee was having any issues with the health insurance.

- 8. Discussion Items:** Chairman Schulz informed the committee that a quote to mow the cemetery had been received and would be reviewed at the next village council meeting. While the Cemetery Committee had been asked to review and recommend hiring a seasonal employee to mow the cemetery, such a recommendation should come from the Administration and Personnel Committee. Council can open the bid and refer it to the Administration Committee for a recommendation in November. After discussion it was suggested that Treasurer Odom have the wage and cost

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information from the previous seasonal employee available for review at the October village council meeting. The question of hiring a seasonal employee may be addressed at that time.

- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** The meeting was adjourned at 8:31 a.m.

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

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_