

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 9, 2017

6:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 6:00 p.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Cathy Odom, Treasurer
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved with the addition of Ken Stead Agreement added under new business. The agenda was approved as amended.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as amended. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the October 11, 2016 meeting were approved as presented.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of October 11, 2016 as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
 - a) **Review of Staff Performance Evaluations:** Chairman Schulz reported that the process went much smoother this year; the forms had been changed to indicate, “self-evaluation” and “peer evaluation”. Chairman Schulz had assembled information for committee review. Chairman Schulz asked staff to determine when the committee could go into closed session for personnel matters. Treasurer Odom noted that it is at the request of the employee. Chairman Schulz asked whether the committee could go into closed session if the employee was not present to make the request. There was brief discussion about the evaluation process and format. Chairman Schulz reported the respective employee tallies from last year to this year. Chairman Schulz explained that the CPI increase this year is 1.7%, which will result in an increase in hourly wages of .32 per hour. The cost of living will be automatically loaded into the budget. Chairman Schulz stated that he had discussed the projected budget process with Treasurer Odom. He noted that any merit bonuses would be based on the availability of funds in the budget. There was discussion about reviews for specific employees.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

- b) **Review of Ken Stead’s Employment Contract:** Wages based on hours worked was discussed. The committee noted that employee contracts would be up for renewal next year. Chairman Schulz read specific contract provisions for the committee’s consideration. He also explained the definition of salaried and expectations for salaried employees at Meadow Brook. The committee will review the definition of “salaried” employee in the personnel policy and may recommend an amendment to the language. Discussion ended with this matter being tabled until the next committee meeting.

- c) **2017-2018 Budget Items:** Budget discussions began with a review of the 2017-2018 health insurance rates itemized for each employee. Treasurer Odom retrieved an initial draft budget for the committee to begin a line-by-line review of general fund revenues and expenditures. There was discussion of the legislative expenses for meeting per diems. Chairman Schulz thought that council meeting fees and committee meeting fees should be the same at \$50 per meeting. Treasurer Odom noted that meeting fees are established by ordinance, which will have to be amended. She stated that the committee should make a recommendation to change the stipend; staff can prepare the ordinance for amendment. Chairman Schulz made a motion to recommend to village council that beginning with the 2017-2018 fiscal year the committee stipends be adjusted from \$40.00 to \$50.00.

Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council that beginning with the 2017-2018 fiscal year, the committee stipends be adjusted from \$40.00 to \$50.00. Motion carried by unanimous voice vote.

The committee continued line-by-line review of the accounts within the general fund budget for which proposed budgets had been submitted.

- 8. **Discussion Items:** None presented.

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

- 10. **Member/Public Comment:** None presented.

- 11. **Adjourn:** The meeting was adjourned at 7:12 p.m.

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

Approved: _____

Date: _____