

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

February 9, 2017

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 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 with the addition of DPW Staff Resignation added as an item under Old 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 February 6, 2017 meeting were approved after Clerk Lockett noted the need to replace “Fund balance” on page 2 with “Cash accounts”.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of February 6, 2017 as amended. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **DPW Staff Resignation:** Chairman Schulz reported that he had met with DPW employee, Al Odom, regarding his resignation and that Mr. Odom is standing by his resignation. A motion was made by Trustee Bennett, with regrets, to accept Al Odom’s resignation.
Motion by Trustee Bennett, seconded by Trustee Hardy, to accept Al Odom’s resignation. Motion carried by voice vote.
7. **New Business:**
 - a) **Employee Performance Evaluation – DPW Supervisor:** Chairman Schulz began the process with an explanation to the committee of the summary document of employee’s, supervisors and peers respective evaluations to arrive at an overall average. Clerk Lockett left the meeting to retrieve the Village of Bellaire Personnel Policy. Upon her return to the meeting, Chairman Schulz read the initial step in the progressive discipline provision for consideration simultaneously with the Supervisor Stead’s performance review, noting that a detailed summary of performance improvement related items would be provided. The committee proceeded through Supervisor Stead’s employee evaluation interview.

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Upon conclusion of the evaluation, there was brief discussion about the vacancy in the department. A motion was made by Chairman Schulz, and supported by Trustee Hardy, that given Al Odom's resignation, the committee recommend to the village council the expedient placement of ads, etc. for interviewing candidates for the position.

Motion by Chairman Schulz, seconded by Trustee Hardy, that given Al Odom's resignation the committee recommend to village council the expedient placement of ads, etc. for interviewing candidates for the position. Motion carried by voice vote.

Supervisor Stead left the meeting at 7:52 a.m.

Trustee Bennett suggested that Al Odom be approached about the part-time mowing position at the cemetery.

- b) **Employee Performance Evaluation – Public Safety/Chief of Police:** Chief Drollinger joined the meeting at 7:58 a.m. Chairman Schulz briefly highlighted the review procedure for Chief Drollinger. The committee proceeded through the employee evaluation interview and concluded with Chief Drollinger enumerating his goals and objectives for the department. Chief Drollinger left the meeting at 8:19 a.m.
 - c) **Employee Performance Evaluation –Treasurer/Deputy Clerk:** Treasurer Odom joined the meeting at 8:20 a.m. Chairman Schulz explained the summary calculations to the committee. The committee proceeded through Treasurer Odom's evaluation interview and concluded with a request for her goals and objectives. Treasurer Odom left the meeting at 8:33 a.m.
 - d) **Employee Performance Evaluation – Clerk/Zoning Administrator:** Chairman Schulz reviewed the summary calculations with the committee and Clerk Lockett and concluded with a discussion of goals and objectives.
8. **Discussion Items:** Clerk Lockett inquired when the committee members wished to schedule interviews with the remaining employees. The review process is to be completed by the first week in March. Committee members will provide available dates.
9. **Communications/Informational:** None presented.
10. **Member/Public Comment:** Trustee Bennett thanked Chairman Schulz for his efforts in addressing the performance evaluations.
11. **Adjourn:** The meeting was adjourned at 8:55 a.m.

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

Approved: _____

Date: _____