

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

April 11, 2017

5:30 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 5:30 p.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk; Ken Stead, DPW Supervisor
 - Others Present:** Colette Stanish
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 February 9, 2017 meeting were approved as presented.
 - Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the February 9, 2017 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:** DPW Maintenance Worker Application Interviews: The committee conducted interviews of the three candidates selected by the Streets & Motor Pool Committee. Committee members asked each candidate questions about activities done when not working, typical workdays, equipment worked with, customer service and customer relations matters; any challenging situations in previous or current employment; and their ability to work with others. Chairman Schulz reviewed the compensation and benefits available, the employee review and merit bonus process, and provided each with a copy of the position description. He also informed candidates that if questions arose after their interview they could contact Clerk Luckett. She would connect the candidate with appropriate staff or committee member to get questions answered. Chairman Schulz explained that the committee would be making a hiring recommendation to the village council at the May 3, 2017 meeting. Upon conclusion of the interview process, the committee began a discussion of each candidate's qualifications for the position. Chairman Schulz solicited input from DPW Supervisor Ken Stead and Collette Stanish. There was discussion about the wage scale, starting wage, and wage upon successful completion of the probationary period. At the conclusion of discussion, Chairman Schulz made a motion to recommend to village council that the position be offered to Eric Shumaker at the starting wage rate, and that upon successful completion of the

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probationary period, his wages be adjusted to the wage step below the current wage scale step of the lowest seniority DPW staff.

Motion by Chairman Schulz, seconded by Trustee Hardy, to recommend to the village council that the position be offered to Eric Shumaker at the starting wage rate, and that upon successful completion of the probationary period, his wages be adjusted to the wage step below the current wage scale step of the lowest seniority DPW staff. Motion carried by voice vote.

- 8. Discussion Items:** Letters thanking the candidates for their applications are to be sent.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** Ken Stead stated that he thought the committee made the right decision.
- 11. Adjourn:** The meeting was adjourned at 7:00 p.m.

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

Approved: _____

Date: _____