

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

March 20, 2018

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 Luckett, Clerk; Ken Stead, DPW Supervisor
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee, 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 2, 2018 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the February 2, 2018 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:** Clerk Luckett was requested to leave the room during the evaluations. Performance evaluations began at 7:32 a.m.
 - a) **Employee Performance Evaluation - DPW Supervisor:** Chairman Schulz reviewed Supervisor Stead's performance evaluation, including summary calculations. At the conclusion of his review, Supervisor Stead left the meeting.
 - b) **Employee Performance Evaluation - Public Safety/Chief of Police:** Chief Drollinger joined the meeting. Chairman Schulz proceeded with Chief Drollinger's performance evaluation, including summary calculations. At the conclusion of his review, Chief Drollinger left the meeting.
 - c) **Employee Performance Evaluation - Treasurer/Deputy Clerk:** Treasurer Odom joined the meeting. Chairman Schulz reviewed Treasurer Odom's performance evaluation and summary calculations. At the conclusion of her review, Treasurer Odom left the meeting.
 - d) **Employee Performance Evaluation - Clerk/Zoning Administrator:** Clerk Luckett joined the meeting for her evaluation. Chairman Schulz reviewed Clerk Luckett's evaluation and summary calculations. Clerk Luckett identified her goal for the upcoming year.

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- 8. Discussion Items:** Committee members provided their availability to conduct the remaining employee evaluations. One committee member will meet with each employee and his respective supervisor.

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

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

- 11. Adjourn:** The meeting was adjourned at 8:47a.m.

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

Approved: _____

Date: _____