

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

October 9, 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 Lockett, Clerk and Bradley Keiser, DPW Director
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
 - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the agenda as presented.**
 - Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the October 3, 2018 meeting were approved as presented.
 - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the October 3, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Review Applications:** Chairman Schulz explained that DPW Director Keiser had reviewed all of the applicants for the DPW maintenance worker and had narrowed the selection to five. Chairman Schulz quickly reviewed legal counsel's memorandum addressing the Village policy concerning the hiring of relatives. DPW Director Keiser explained the process he used to select the top five candidates for interview, noting that he focused on skills, past careers, and licenses that would benefit the Village. DPW Director Keiser spoke briefly about the top four candidates including qualifications, work ethic, and comments from references/co-workers. The top four have been scheduled for interviews. The wage scale for the position was reviewed. The length of time to obtain a CDL was discussed. Chairman Schulz suggested that DPW Director Keiser lead the interviews and focus on a more accurate picture of what the job entails. The committee can ask the bigger picture questions. There was brief discussion about Steve Alger's application as an internal candidate for the position. He is known. Trustee Bennett's biggest concern about any hire is their ability to work with the public. Clerk Lockett expressed her opinion that a relative should not be hired for this position.
 - b) **Attorney Meeting-Discussion Items:**
 - **Paid Leave Request-Retired DPW Supervisor:** Chairman Schulz explained that the previous DPW Supervisor is looking for payment of accrued vacation beginning in April of this year until he retired.

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- Cemetery Position-Current Employee: This will be a review of legal counsel's memorandum. This position was filled under the previous supervisor; the employee operates solely in the cemetery; and wages are determined by the wage scale. There was brief discussion about whether the employee could be an independent contractor.
- Sick Time/Paid Leave: A majority of the employees do not get the paid leave time that replaced the sick days during John Hanson's tenure. Chairman Schulz made the motion, subject to the conversations with legal counsel, the Administration and Personnel Committee recommend to village council to increase the amount of paid leave for employees hired after 2007 to be compatible and to make it equitable to employees hired prior to 2007.

Motion by Chairman Schulz, seconded by Trustee Hardy, subject to conversations with legal counsel, to recommend to village council to increase the amount of paid leave for employees hired after 2007 to be compatible and to make it equitable to employees hired prior to 2007. Motion carried by voice vote.

- Salaried Employees-Paid for Time Worked: The question is whether a salaried employee may take time off without pay if paid leave time is used up.
 - First Responder Policy: Three individuals employed by the village are also with the fire department. The questions for legal counsel deal with compensation and liability for the village; employees should be required to clock out. Trustee Bennett expressed his concern that employees not hang out at the scene. There was discussion about responding in district unless the fire is a structure fire. DPW Director Keiser explained that responding to a fire is a judgment call.
- c) **Comp Time/Overtime:** Chairman Schulz would like to discuss this issue with legal counsel as well. Public Safety can bank this time, Public Works must use the time during the pay period.
- d) **DPW Director Phone Stipend:** Other entities provide a stipend. DPW Director Keiser was requested to contact the entities to see if they have policies in place. Chairman Schulz agreed that carrying multiple telephones does not make sense.
- e) **Emergency Phone Stipend-DPW Director:** The updated employee handbook provides compensation for hourly employees when they carry the phone. Because the department is short-staffed, the Director has been carrying the emergency phone. Chairman Schulz requested the Director contact the entities to see if they have policies that deal with this.
- f) **Overtime Over 40 Hours:** DPW Director Keiser explained that employees have been docked overtime on the weekend because they had not worked a 40-hour workweek. The employee handbook specifies that employees called from home to work outside of their regular working shift are guaranteed at least 2 hours pay at their current overtime rate. Chairman Schulz noted that, overtime is time over 40 hours per week. If the employee works less than 40 hours the "call in" is treated as straight time. Chairman Schulz will speak with legal counsel about overtime in a workday as well as pay period. This provision may need to be reviewed.
- g) **Advertising Policy:** Chairman Schulz noted at the last meeting Clerk Luckett was directed to look into advertising policies for hiring. A hiring policy mirroring what the Village currently does was found. Clerk Luckett will modify the policy where appropriate and send it to the committee for review at the meeting on Thursday. A recommendation may be made to village council.

6. **New Business:** None presented.

7. **Discussion Items:** Chairman Schulz noted DPW Director Keiser's report to village council regarding lead and water. Director Keiser indicated that he has been gathering more information.

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8. Communications/Informational: None presented.

9. Member/Public Comment: None presented.

10. Adjourn: The meeting was adjourned at 8:16 a.m.

Minutes compiled by:

Lori Lockett, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____