

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

October 15, 2018

1:00 p.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 1:00 p.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett, and Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Lori Luckett, 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 11, 2018 meeting were approved as presented.
 - Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of the October 11, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **DPW Employee Recommendation:** Chairman Schulz informed the committee that the candidate initially recommended for the position had respectfully declined. DPW Director Keiser explained that he had been contacted by the candidate with questions about the equipment operated and extent of road maintenance done by the department. The candidate informed DPW Director Keiser that he was looking for a road maintenance position. He also informed DPW Director Keiser that if a position opened at the road commission he would likely apply. Under the circumstances, the candidate respectfully declined the recommendation. The committee reviewed the qualifications and references of the remaining candidates. DPW Director Keiser provided a synopsis of his impressions of the candidates and their interview responses. After discussion about potential longevity and wage rate, Chairman Schulz made a motion to recommend to village council that an offer be extended to Christopher Grnya at the starting wage rate of \$14.71 per hour; upon successful completion of the probationary period the wage rate be increased to \$16.61 per hour; and during the probationary period Mr. Grnya is to also obtain a CDL.
 - Motion by Chairman Schulz seconded by Trustee Hardy, to recommend to village council that an offer be extended to Christopher Grnya at the starting wage rate of \$14.71 per hour; upon successful completion of the probationary period, the wage rate be increased to \$16.61 per hour; and during the probationary period Mr. Grnya is to also obtain a CDL. Motion carried by voice vote.**

In the event Mr. Grnya declines the offer, a motion was made to recommend to village council that an offer be extended to Cory Couturier at a starting wage rate of \$14.71.

**VILLAGE OF BELLAIRE
ADMINISTRATION AND PERSONNEL COMMITTEE**

Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council that in the event Mr. Grnya declines the offer, an offer be extended to Cory Couturier at a starting wage rate of 14.71. Motion carried by voice vote.

- b) **Hiring Policy:** Chairman Schulz thought the draft version paralleled the process currently used by the village. Clerk Luckett noted that certain items in the policy were contrary to or not in the current employee handbook. The type of investigations needs to be clarified. Chairman Schulz suggested the “background investigation” could be interpreted a couple of ways, reference checks versus criminal background checks. Chairman Schulz will make an inquiry to see if his employer has a document, he can provide for the village to review. There was discussion about the timing of criminal background checks and about requiring a pre-employment physical for all positions. Chairman Schulz suggested that future conditional job offers be made pending satisfactory results of a pre-employment physical and a criminal background check.
- 6. **New Business:** None presented.
- 7. **Discussion Items:** Trustee Bennett inquired about the effects on drug testing if Proposal 1 passes. He noted the different standards between alcohol and drugs. There was discussion that the Department of Transportation rules apply to those with a CDL. A question was asked whether the doctor who does the drug testing is required to report a positive test to the state. Staff was asked to confirm reporting requirements.
- 8. **Communications/Informational:** Chairman Schulz suggested that in the future, all inquiries about interview recommendations should be directed to the village clerk. Clerk Luckett was directed to contact the recommended candidate and to prepare letters for the others.
- 9. **Member/Public Comment:** None presented.
- 10. **Adjourn:** The meeting was adjourned at 1:30 p.m.

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

Approved: _____

Date: _____