

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

January 9, 2020

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 Bennett, Trustee Ciganick, and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Luckett, Clerk; Bill Drollinger, Chief of Police
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Hardy, seconded by Trustee Ciganick, to approve the agenda as presented.
Motion carried by voice vote.
4. **Approval of Minutes:** The Administration & Personnel Committee minutes of the January 7, 2020 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Ciganick, to approve the minutes of the January 7, 2020 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** No public present.
6. **Old Business:** Clerk Luckett was not present during the evaluations. Performance evaluations began at 7:32 a.m. and were conducted in 15-minute intervals.
 - a) **Employee Evaluations**
 - 1) **Employee Performance Evaluation - Public Safety/Chief of Police:** Chairman Bennett proceeded with Chief Drollinger's performance evaluation and summary calculations. There was discussion of police activities and the goals for the upcoming year. There was brief mention of scheduling a time for Officer McBee's review. At the conclusion of his review, Chief Drollinger left the meeting.
 - 2) **Employee Performance Evaluation - Clerk/Zoning Administrator:** Clerk Luckett rejoined the meeting for her evaluation. Chairman Bennett presented Clerk Luckett's performance evaluation, summary calculations and comments. Chairman Bennett noted that he had found a zoning clerk checklist that was more appropriate than the current form and could be used for future evaluations. There was brief discussion of the goals for the upcoming year. At the conclusion of her review, Clerk Luckett left the meeting.
 - 3) **Employee Performance Evaluation - Treasurer/Deputy Clerk:** Treasurer Odom joined the meeting. Chairman Bennett presented Treasurer Odom's performance evaluation and summary calculations. There were questions and brief discussion about installing a water payment drop box, developing a new member budget training, and a health insurance review session. Treasurer Odom

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expressed a goal of continuing education. At the conclusion of her review, Treasurer Odom left the meeting.

- 4) Employee Performance Evaluation - DPW Supervisor:** Chairman Bennett presented Supervisor Keiser's performance evaluation, summary calculations, and member comments. There was brief discussion about developing a different evaluation form relevant to the DPW employees. Supervisor Keiser identified his personal goals for training and education as well as DPW employees. DPW employee evaluations are to be scheduled. One committee member will meet with Supervisor Keiser and the respective employee.

7. New Business: None presented.

8. Discussion Items: None presented.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: Motion to adjourn was made by Trustee Ciganick and supported by Trustee Hardy. The meeting adjourned at 8:32 a.m.

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

Approved: _____

Date: _____