

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

March 2, 2020

8:00 a.m.

1. **Call to Order:** Chairman Bennett called the meeting to order at 8:00 a.m.
2. **Attendance**
 - Members Present:** Chairman Bennett, Trustee Ciganick and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Cathy Odom, Treasurer and Bill Drollinger, Chief of Police
 - Others Present:** None
3. **Approval of Agenda:** There was an addition to the agenda. Guidelines for Merit Pay was added under New Business. The agenda was approved as amended.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by voice vote.
4. **Approval of Minutes:** Trustee Ciganick noted that there was a correction required. The Administration & Personnel Committee minutes of the February 3, 2020 meeting were approved with a correction.

Motion by Trustee Hardy, seconded by Trustee Ciganick, to approve the minutes of the February 3, 2020 meeting with correction. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business**
 - a) **Staff Resignation:** Trustee Ciganick reported that council had received a letter of resignation from Lori Luckett indicating that March 20 would be her last day of employment with the village. Trustee Ciganick made a motion to recommend to village council that they accept her resignation and further direct Treasurer Odom to post the job pending council's approval on Wednesday night.

Motion by Ciganick, seconded by Trustee Hardy, to recommend to village council that they accept Lori Luckett's resignation effective March 20 and further direct Treasurer Odom to post the job pending council's approval Wednesday night. Motion carried by voice vote.

Trustee Ciganick noted that there is nothing that prohibited the motion from being brought directly to village council. The position cannot be posted until approved by council. There was brief discussion about members providing assistance with answering the telephone until a new person is hired. There was brief discussion about separating the duties of zoning and enforcement and having the police department handle enforcement.
 - b) **Guidelines for Merit Pay:** Trustee Ciganick stated that when he reviewed the merit pay, the only guideline was a cap of \$5000. After reviewing previous minutes, he was able to distill a list of guidelines however, there are still some loose ends. The first is a minimum score of 3.0 on the Supervisor's evaluation. Why would someone receive merit pay for substandard work? Employees still receive a cost of living increase. The second is that the payout percentage will increase by ¼% for each .5 increase in evaluation score. The pay was paid by the end of the year. What happens if someone starts the last two weeks of the year? They have not had an

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evaluation? Is there a pro-ration of merit pay? Because the evaluation process starts in November, what is the date by which an employee must be employed in order to receive merit pay? For example, if someone is employed October 29 and evaluations are done November 1 can you award merit pay? Should there be one full year of employment before an employee is eligible for merit pay? There was discussion that there is no pro-rated pay and that an employee would have to be employed by March 1 to be considered for merit pay in that fiscal year. There was brief discussion about a for-profit company and bonuses and the government paying merit pay. Trustee Ciganick made a motion to recommend to village council that merit pay eligibility occurs after one full year of employment that must begin by March 1 for merit pay eligibility for the same fiscal year.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to recommend to village council that merit pay eligibility occurs after one full year of employment that must begin by March 1 for merit pay eligibility for the same fiscal year. Motion carried by voice vote.

- 8. Discussion Items:** There was discussion about the proposed tower. Trustee Ciganick had comments about the location and footprint size. It may provide a revenue source and be worth exploring. Chairman Bennett asked about splitting the clerk and zoning enforcement. Tickets have to be issued by the police. Treasurer Odom suggested that positions could be part-time. Chairman Bennett suggested that the job be posted as is. The quality of the candidate will determine how the position is filled. Chief Drollinger asked if he could hire a part-time officer or if it had to go through Administration or Public Safety committee. He explained that a village resident has expressed interest in the part-time position. Treasurer Odom noted that the hiring policy has to be followed. Chief Drollinger noted that he did an evaluation search for the department and has found samples that are more appropriate for the department than the current evaluation. Trustee Ciganick identified the correction for the minutes. He also had a question about the Consumers Energy contract and approval by resolution. Chief Drollinger indicated that street lights are being replaced with LED bulbs as they burn out. Chairman Bennett noted that the DDA is asking that the village contribute one-half towards Jennifer Hodges' engineering services for the community hall. Trustee Ciganick provided a brief update of the community hall project and the need for the village to relocate. He also reported about a meeting that he had with the DDA Chairperson, Louise Wenzel and her desire to meet with local groups to coordinate efforts. Ms. Wenzel will be coming to the council meeting to request assistance with paying for a facilitator to lead a meeting and discussion to which all of the groups are invited. Trustee Hardy suggested that many of the groups should be under the auspices of the DDA. Treasurer Odom noted that the DDA projects have to be in their district.
- 9. Communications/Informational:** None presented.
- 10. Member/Public Comment:** None presented.
- 11. Adjourn:** The meeting was adjourned at 8: 42 a.m.

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

Approved: _____

Date: _____