

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES April 21, 2020

- 1. Call to Order:** Chairman Bennett called the meeting to order at 8:38 a.m.
- 2. Attendance**
 - Members Present:** Chairman Bennett, Trustee Ciganick and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Cathy Odom, Treasurer, Bradley Keiser, DPW Supervisor & Bill Drollinger, Chief of Police.
 - Others Present:** Nicole Essad
- 3. Approval of Agenda:** The agenda was approved with the addition of cemetery maintenance worker position under old business.

Motion by Trustee Hardy, seconded by Chairman Bennett, to approve the agenda with the addition of the cemetery maintenance worker position under old business. Motion carried by voice vote.

- 4. Approval of Minutes:** The minutes from the March 2, 2020 meeting were approved.

Motion by Chairman Bennett, seconded by Trustee Hardy, to approve the minutes of the March 2, 2020 as presented. Motion carried by voice vote.

- 5. Public Comment on Agenda Items:** None presented.

- 6. Old Business:**

- a) Clerk/Zoning Administrator Applications:** The committee reviewed and discussed the applications. They chose to interview two candidates and a meeting will be scheduled for the interviews. Trustee Ciganick asked about the job description and about the wage range for the position.

Motion by Trustee Ciganick, seconded by Trustee Hardy, to have the Administration Committee move forward with interviews for Nicole Essad and Charlynn McBee to fill the position for the clerk/zoning administrator. Motion carried by voice vote.

- b) Public Safety Part-Time Officer Position:** We received one application for the part time officer position from Devon Doucette. Chief Drollinger explained that he currently works for the Antrim County Sheriff's Department, has clearance from them to work part time for the village and would be an asset to the police department. He would like the committee to recommend his hire.

Motion by Chairman Bennett, seconded by Trustee Hardy, to recommend to the Village Council to hire Devon Doucette to fill the part time officer position. Motion carried by voice vote.

- c) Cemetery Maintenance Worker Position:** We received one resume for the cemetery maintenance worker position from Vinnie Vismeg. Mr. Keiser contacted him to have to complete an application. The application was not available online as we had thought, so we have not yet received it. The ad has been placed in the newspaper two different times. The committee discussed scheduling an interview with him along with the clerk/zoning administrator interviews.

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7. New Business

- a) **Executive Order 2020-48:** Treasurer Odom explained that we received a memo from the attorney recommending that we approve the Governor' Executive order 2020-15. This order has since been rescinded and replace with 2020-48. She explained that since we did not meet prior to this, she wanted to present it to the committee for the approval of the 2020-48 order based on the attorney's original suggestion.

**Motion by Trustee Ciganick, seconded by Trustee Hardy, to recommend to Village Council to approve the Executive Order 2020-48 (also known as COVID-19) which also allows for electronic meetings.
Motion carried by voice vote.**

Trustee Ciganick noted that in the order, a detailed procedure explaining how the public can participate in a meeting. Treasurer Odom explained that she also has some etiquette guidelines that can be posted as well. There was a discussion about accommodating the hearing impaired. This discussion also involved potential causes or reasons to suspend meetings.

8. Discussion Items:

- Trustee Ciganick asked about having closed sessions to discuss the applicants after interviews. Treasurer Odom said she will verify but noted that there are specific reasons allowed for closed sessions and believes this is not one of them. Also discussed was having other applicants listening in on the interviews. It was noted that you would hope they would use good judgment and not be in the room during the interviews of other candidates. Treasurer Odom will check into this.
- Reopening the offices amid COVID 19 concerns was discussed. Treasurer Odom noted that just because May 1 comes, doesn't mean the disease has gone away. Protecting staff will still be a real concern. Mr. Keiser mentioned that we can look at ways to allow minimal contact through the office doorways and will work on a solution. The use of public restroom facilities was also discussed.
- Trustee Ciganick asked about separating the zoning administrator position from the clerk position and if the job description would have to be amended if Council chose to do this. Enforcement was included with this discussion but no further action was taken.

9. Communications/Informational: None presented.

10. Member/Public Comment: None presented.

11. Adjourn: The meeting was adjourned at 9:13 a.m.

Minutes compiled by:
Cathy Odom, Deputy Clerk
Minutes are subject to approval.

Approved: _____

Date: _____