

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

August 28, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:33 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz and Trustee Hardy
 - Members Absent:** Trustee Bennett
 - Staff Present:** Lori Luckett, Clerk and Ken Stead, DPW Director
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Hardy, seconded by Chairman Schulz, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the August 22, 2018 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Chairman Schulz, to approve the minutes of the August 22, 2018 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **Process of Filling DPW Director Vacancy:** Chairman Schulz explained that the committee would be interviewing several folks who had expressed an interest in the DPW Director vacancy. Among the questions, candidates were asked to rate the appearance of the village; why each had applied for the position; how each would approach going from peer to supervisor; and, how each would respond to a particular scenario. Each candidate was also given the opportunity to pose questions to the committee. Questions were asked about the SAW grant, the wage range, and the hiring timeline. The first candidate to be interviewed was Aaron Kirt. Mr. Kirt's interview began at 7:35 a.m. and ended at 7:53 a.m. The interview of the second candidate for the position, Chris Thompson, began at 7:55 a.m. Mr. Thompson's interview ended at 8:18 a.m. The interview of the final candidate for the position, Bradley Keiser, began at 8:19 a.m. Mr. Keiser's interview ended at 8:47 a.m. During each interview, Chairman Schulz explained that the initial contract for the selected candidate would be for one year. Performance evaluations will be conducted before the end of the year. The decision to extend the contract for a three-year period consistent with other salaried employees will be made by the village council. At the end of each interview, candidates were invited to contact either committee member if they had additional questions or concerns.

Chairman Schulz explained that selected candidates would be invited to the village council meeting on September 5, 2018 for a final interview. He noted that the position had been

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advertised externally, but there was only one qualified applicant. Chairman Schulz added that given the direction of the village, the village council might decide to name an acting DPW Director or to extend an offer to one of the internal candidates.

There was brief discussion about the external candidate. Clerk Lockett reported that she had called and emailed the candidate to confirm his interest; he never responded. DPW Director Stead was asked to share his thoughts. He responded that there were good candidates. Chairman Schulz stated that the three internal candidates should be invited to interview with the village council. He acknowledged that there would be a transition period. Director Stead said that each of the candidates had spoken with him about his position. Chairman Schulz expressed concern about the transition from being a peer to a supervisor. In any case, the transition should be a good one; funds should be found for supervisor training. Trustee Hardy recommended that the monthly staff meetings with a council member start again.

- 7. **New Business:** None presented.
- 8. **Discussion Items:** None presented.
- 9. **Communications/Informational:** None presented.
- 10. **Member/Public Comment:** None presented.
- 11. **Adjourn:** The meeting was adjourned at 8:49 a.m.

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

Approved: _____

Date: _____