

Village Of Lawrence

157 N. Paw Paw
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PERSONNEL COMMITTEE

March 30 2017

Meeting was called to order at 6:07 pm. Minutes of the March 9 meeting were approved (Dave/Dan)

Present: D Quick, M Webster, D Faulkner

Absent: M Keyser

Old Business:

Expanded job discussions with part-time staff and officials is on-going. Meetings will be scheduled as follows:
Dan: Pat, Dave D: Chris and Dave Q: Janet and Cindy. Target deadline is April Personnel Committee meeting.

MERS regarding future pension obligations. Update: MERS seminar 23 March. Dave reported that MERS shared that their current earnings are not meeting goals and we should expect a need for increasing local contributions to make up the shortfall and that he was disappointed with the information presented. Reviewing other pension vendors/ options is on-going.

Comparison of expenditures under the WT contract. Review is on-going; completion target 7 April.

Crossing Guard First Aid/CPR training with the fire department – Update: completed

Direct deposit: Council/planning/clerk/asst. clerk/treasurer: status: Cindy and John still pending

Testing review: Dave/Brian update. On-going

Cross Training: current activity: BS&A tutorial completion on-going

Records Retention: Village Policy/MML policy, VBC Sheriff's Dept.: Webster reported that after review, Council resolved to accept MML policy as Village policy (4/07). Activity on-going

Job Description review: Assistant Clerk: draft update was reviewed; Dan and Pat will finalize for action this month.

DPW weekend coverage (summer) is being reviewed. Discussion is on-going.

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Personnel Policy: Draft was presented and reviewed. Edits were discussed and final draft will be presented at April PC meeting for recommendation to Council. Acceptable Use Policy was accepted as addendum to Personnel Policy.

Sample Independent Contractor (Zoning/Code Enforcement). Draft role description was presented and discussed. Faulkner will review for gap analysis (tasks to meet goal) and to determine any changes in current practice needed to include for new hire. Discussion on-going.

New Business

None

Meeting was adjourned 8:20 pm. Next meeting date TBD.