

# Village Of Lawrence

157 N. Paw Paw  
P.O. Box 217  
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## PERSONNEL COMMITTEE

May 31, 2017

Meeting was called to order at 6:02 pm. Minutes of the May 2nd meeting were approved (Dave/Mark)

Present: D Quick, M Webster, D Faulkner, M Keyser  
Guest: Phil Glennie, Sally Norg

### Old Business:

Expanded job discussions with part-time staff: Status (Cindy, Janet, Chris) - pending

Comparison of expenditures under the WT contract: status update – draft reviewed by Dave and Dan; summary report to be available for June Council meeting

Direct deposit: Council/planning/clerk/asst. clerk/treasurer: status update - ongoing

Testing review: status update – Dan passed the water test and will now be the operator of record for the Village water system. Brian results pending; Dave did not pass the exam

Cross Training: current activity: BS&A tutorials not complete. On-going

Records Retention: Village Policy/MML policy, VBC Sheriff's Dept.: status update - pending

Job Description review: Assistant Clerk: status update – on-going

Personnel Policy: draft III was approved with minor changes and is being sent to Council for approval (Mark/Dave)

Independent Contractor (Zoning/Code Enforcement) job description – approved as presented; Dan to move forward on posting this position (Mark/Dave)

Replacement officer: status update - TBD

Administration Priorities: status update – priorities have been identified and tracking initiated using Tasks function in Microsoft Outlook

### New Business

Mark reported that the “no name committee”, ie the taskforce appointed to review the April accounting incident, has met and is in process of reviewing accounting processes. On-going

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Dave confirmed that the process to move monthly closing to the last day of the month is to be implemented.

It was agreed that review of job descriptions for Clerk and Treasurer will be initiated (Dave)

Meeting was adjourned 7:10 pm. Next meeting date June 27, 6:00 pm.

Submitted by M Webster.