

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
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PERSONNEL COMMITTEE MINUTES AMENDED

February 13, 2020

Meeting was called to order at 6:10 pm.

Present: D Faulkner, D Quick, M Webster

Absent

Guest: K Newton, C Nower

Manager's Report

- Paper copy submitted – **get electronic copy from Dan**

Old Business:

- Begin developing pay scales for all Village positions – tabled
- Liberty National benefit plan review - tabled

New business

- Performance reviews. Salary increased recommended based on CPI at 2% (Mark/Dave)
 - **J Pera has requested an additional increase – discussed and supported by both Dan and Brian. Will be reviewed during budget approval.**

Operational Project Action Items:

- Determine whether to use Model 1 or Model 2 for staffing restructure (Feb 2020) Council approved Model 2 (February 11, 2020).
- Encourage W/S licensing (Dan - 2/1/20); PnslComm: determine training and license budget (how many times will the Village pay?) Approved: VOL will provide funding for 4 attempts at each license (budget item).
- **Develop strategies for interpersonal communication (Feb 2020). Meeting scheduled for 2/3/20, 6pm; rescheduled to February 13**
 - **Katie's issues identified:**
 - **Value of personal time (asked to do business on lunch hour)**
 - **Language: swearing in office OK for some, but not for others**
 - **Not being treated as an equal professional (like a child)**
 - **Workplace etiquette (burping, farting)**
 - **Dan doesn't always carry work phone making it hard to reach him (carrying now)**
 - **Dan appears to check out of conversations**
 - **Respect for files: things removed and not returned to correct folder**
 - **Lack of a back-up plan**
 - **Discussed impact of new job assignments and change in physical location**
 - **Katie and Dan agreed to meet one-on-one to work on resolving issues above**
 - **Webster noted that the committee and Council undertook the operational review to look for ways create an environment that would allow Dan and Katie to continue to work together, but that the interpersonal communication issues have to be solved by the people involved. It was recognized that both would have to agree to work to find ways to move**

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forward and the decision to continuing working toward this goal was up to each participant.

- **Quick stated that we value both employees, but if this can't be solved the Village will need to look at how the office is staffed going forward.**
- **Webster asked that both Dan and Katie decide if they are willing to take steps to work on their interpersonal communication and to make their new roles work.**
- **Review and approve all updated job descriptions (Feb 2020)**
- Develop an SOP for staff / council interactions and requests (March 2020)
- Develop steps for accountability for staff and council (April 2020)
- Develop job description for Trustees (April 2020)
- Develop a training plan for council members (April 1, 2020)
- Set up a process for recognizing staff accomplishments that includes praise from supervisors and coworkers. Ask staff for individual recognition preferences (Q2 2020)

Meeting was adjourned 8:20 pm. Next regular meeting is scheduled for February 24, 2020 at 6:00 pm. Additional meetings this month may be needed and will be scheduled as determined (see above).

Submitted by M Webster.