

Village Of Lawrence

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PERSONNEL COMMITTEE MINUTES

February 24, 2020

Meeting was called to order at 6:00 pm.

Present: D Faulkner, M Keyser, D Quick, M Webster

Absent

Guest: K Newton, B Johnson

Minutes of the January meeting were approved (Dave/Mark). Special meeting was held February 13 to address Information Action Step, a. Tactic, 2. Interpersonal communication.

Manager's Report

- See attached

Old Business:

- Begin developing pay scales for all Village positions – tabled
- Liberty National benefit plan review – tabled
- Webster asked that a copy of Katie's performance review be sent to committee members.

New business

- Performance reviews. Salary increased recommended based on CPI at 2% (Mark/Dave). Approved by Council.
 - J Pera has requested an additional increase: supported by Dan and Brian, a unique, one-time additional increase of \$.40 was granted.
 - It is still expected that Jeff will obtain his CDL per job description.

Operational Project Action Items:

- Determine whether to use Model 1 or Model 2 for staffing restructure (Feb 2020) Council approved Model 2.
- Encourage W/S licensing (Dan - 2/1/20); PnsIComm: 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). See February 13 Minutes.
- Review and approve all updated job descriptions (Feb 2020); review meeting set for 2/3 6pm.
- 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 6:50 pm. Next regular meeting is scheduled for March 23, 2020 at 6:00 pm.

Submitted by M Webster.

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