

Village Of Lawrence

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PERSONNEL COMMITTEE MINUTES

May 28, 2020

Meeting was called to order at 4:35 pm.

Present: Theresa Stroud, D Quick, M Webster

Absent: M Keyser

Guest: K Newton, B Johnson

Minutes of the March 3rd meeting were approved as presented (Dave/Mary)

Manager's Report

- No written report available

Old Business:

- Update Action Areas and Action Steps: project on track (see attached). .
- Develop an SOP for staff / Council interactions and requests: Tabled to June committee meeting
- Update ordinance to reflect new staffing model (Dave): in-process

New Business

- Committee approved addition of DPW Supervisor to Personnel Committee (Theresa/Dave)
- Committee recommends activation of ordinance re Council member inactivity (Theresa/Dave)
- PayChex Flex plan presented: Plan options will be sent for review and action at June committee meeting
- Recommendation to award one-time bonus to Katie Newton for participation in Operational Review Project (see attached): approved

June agenda items:

- Update balance of job descriptions (DPW, Crossing Guard) (Theresa/Brian)
- Update organization chart (Dave)
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Meeting was adjourned 6:28 pm. Next meeting will be June 22, 2020 at 6:00 pm

Submitted by M Webster.