

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
(269) 674-8161 Fax (269) 674-3004
www.lawrencemi.org



PERSONNEL COMMITTEE

June 27, 2017

Meeting was called to order at 6:05 pm. Minutes of the May 31st meeting were approved (Dave/Dan)

Present: D Quick, M Webster, D Faulkner

Absent: M Keyser

Guest:

Old Business:

Expanded job discussions with part-time staff: On-going -

Comparison of expenditures under the WT contract: status update – ready to present to Council

Direct deposit: Council/planning/clerk/asst. clerk/treasurer: pending

Testing review: status update – Congratulations to Brian for passing his lagoon test and to Dan for passing his water test. Now that we have locally held water/lagoon licenses, the agreements with Paw Paw and Dan Stauton will be terminated effective 31 July.

Cross Training: on-going

Records Retention: Village Policy/MML policy, VBC Sheriff's Dept.: on-going

Job Description review: Assistant Clerk: review is complete. Job description as written is accurate and Pat is working with the Village office to access the information needed to fulfill.

Independent Contractor (Zoning/Code Enforcement) job description – job description approved. Posting in process

Replacement officer: officer has been assigned and will be present at July Council meeting

Dave confirmed that the process to move monthly closing to the last day of the month has been implemented.

Review of job descriptions for Clerk and Treasurer: Cindy has decided to vacate her Trustee position to devote her time to fulfillment of the Clerk position. Trustee application was reviewed and approved. Notice of open position will be published in Courier Leader and posted on the Village website and Facebook page. Application deadline is 31 July.

This institution is an equal opportunity provider and employer

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New Business

Dan presented the final short/long disability and life insurance premiums. He will review against budget to determine if amendment is necessary.

Amended Personnel Policy has been distributed to staff

Final amended 2016-2017 was presented and will go to Council for final approval at July meeting.

Faulkner contract review is due in August. Council will be sent current contract for review and will adjourn to close session to discuss at July meeting

Meeting was adjourned 7:40 pm. Next meeting date TBD.

Submitted by M Webster.