

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 AGENDA

June 22, 2020

NOTE: We will meet in person at Village Hall and zoom any offsite members or the public. Please be on-time as we will be backing once again into Planning.

Meeting was called to order at 4:45 pm.

Present: Theresa Stroud, D Quick, B Johnson, M Webster

Absent: M Keyser

Guest:

Minutes of the May meeting were approved as presented (Dave/Theresa)

Manager's Report

- No written report available

Old Business:

- Develop an SOP for staff / Council interactions and requests: Draft was reviewed and amendments suggested. Action tabled until July meeting
- Update ordinance to reflect new staffing model (Dave): After repealing existing ordinance, no new ordinance needed as all positions are now staff positions.
- Committee recommends activation of ordinance re Council member inactivity (Theresa/Dave); letter has been sent to M Keyser requesting he communicate his intentions. Response requested by June 30.

New Business

- Update balance of job descriptions (DPW, Crossing Guard) (Theresa/Brian); drafts presented and discussed
- Update organization chart (Dave); draft presented and discussed
- Council job descriptions – Dave to draft for July meeting
- Resume received for Police Chief, discussed. Interviews and hiring recommendation will be completed by interview team
- **Quick recommended a special award of salary increase of \$1.00/hour (retroactive to April 17, 2020) to B Johnson for his willingness to step into an increased role upon the exit of Village Manager. Recommendation received and approved to forward to full Council (Dave/Theresa, B Johnson abstained).**

July agenda items:

- PayChex Flex plan presentation – Ed Culberson
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Meeting was adjourned 6:15 pm. Next meeting will be July 27, 2020 at 6:00 pm

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Submitted by M Webster.