

# 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 MINUTES

July 27, 2020

Meeting was called to order at 6:00 pm.

Present: Theresa Stroud, B Johnson, M Webster

Absent: D Quick, M Keyser

Guest:

Minutes of the June meeting were approved as presented (Theresa/Brian)

### 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 August meeting
- Update balance of job descriptions (DPW, Crossing Guard) (Theresa/Brian); drafts presented and discussed; job description for custodial technician approved, crossing guard job description in process
- Update organization chart (Dave); draft presented and discussed
- Council job descriptions – Dave to draft for August meeting
- by interview team

### New Business

- Presentation by Ed Culberson, Paychex Flex
  - Carriers chosen by Village; designation of PayChex as agent for policies
  - Transition timing discussed (ex: if agreement signed 1<sup>st</sup> week of month, effective 1<sup>st</sup> of following month, 60 days to complete transition; if signed 1<sup>st</sup> week of September, fully completed 1<sup>st</sup> of January)
  - Costs: \$35/mo premium management plan; \$25/mo if COBRA initiated by employee; all else included in PayChex Flex plan
- Liability insurance coverage being reviewed by Stroud (coverage, cost)

### August agenda items:

- See above

Meeting was adjourned 6:55 pm. Next meeting will be August 24, 2020 at 6:00 pm

Submitted by M Webster.