

Village Of Lawrence

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PERSONNEL COMMITTEE MINUTES

August 31, 2020

Meeting was called to order at 6:05 pm.

Present: Theresa Stroud, B Johnson, D Quick, M Webster
Absent: M Keyser
Guest:

Minutes of the July meeting were tabled

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
- Update balance of job descriptions: crossing guard job description in process
- Update organization chart (Dave); draft presented and approved with amendments (Theresa/Brian)
- Council job descriptions – Dave to draft for September meeting
- Police Chief: contact offer has been accepted. Paul Bianco will be in attendance at the September Council meeting (see resume attached).
- Paychex Flex will be implemented over the next 4 months.
- Liability insurance review in process.

New Business

- Council will go to closed session in September to discuss next steps re trustee removal.
- Draft of Village Council Trustee Policy, Procedure and Guideline Handbook was presented and reviewed
- The previously approved 401K transition to MERS was never implemented. Theresa and Brian to follow up
- Discussion re Village FB page: it may not be reaching all in the intended audience; agreed it needs to originate from the Village FB page vs individual staff's page. Theresa to follow up.
- Patty McCarthy, the new Village treasurer has been hired and started her position on Monday August 31st.

September agenda items:

- Council Trustee documents will be ready for final review prior to presenting to Council in October for approval.

Meeting was adjourned 7:40 pm. Next meeting will be September 28, 2020 at 6:00 pm

Submitted by M Webster.

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