

Village Of Lawrence

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PERSONNEL COMMITTEE MINUTES

January 27, 2020

Action items in Bold

Meeting was called to order at 5:58 pm.

Present: D Faulkner, M Keyser, D Quick, M Webster

Absent

Guest: K Newton

Minutes of the November meeting were approved as amended (Mark/Dan). There was no December meeting.

Manager's Report

- No report

Old Business:

- Begin developing pay scales for all Village positions – tabled
- Clerk position: request for additional payment; office activities. Pending invoice from C Nower (8/15-8/23). Request invoice be submitted for approval in February to be included in current year budget.
- Administrative operations review project: Final meeting was held January 23 and final report was received January 25. Action items for Personnel Committee listed below.
- Liberty National benefit plan review - tabled

New business

- **Performance reviews. Salary increased recommended based on CPI at 2% (Mark/Dave)**
- Organization Project action items review; implementation schedule set

Operational Project Action Items:

- Determine whether to use Model 1 or Model 2 for staffing restructure (Feb 2020) **Recommendation to Council to implement Model 2 going forward.**
- Encourage W/S licensing (Dan - 2/1/20); PnsIComm: determine training and license budget (how many times will the Village pay?) **Recommend: VOL will provide funding for 4 attempts at each license (budget item).**
- Develop strategies for interpersonal communication (Feb 2020). Meeting scheduled for 2/3/20, 6pm
- Review and approve all updated job descriptions (Feb 2020)
- Develop an SOP for staff/ council interactions and requests (March 2020)
- Develop steps for accountability for staff and council (April 2020)
- Develop job description for Trustees (April 2020)
- Develop a training plan for council members (April 1, 2020)
- Set up a process for recognizing staff accomplishments that includes praise from supervisors and coworkers. Ask staff for individual recognition preferences (Q2 2020)

Meeting was adjourned 6:55 pm. Next regular meeting is scheduled for February 24, 2020 at 6:00 pm. Additional meetings this month may be needed and will be scheduled as determined.

Submitted by M Webster.

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