

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
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Personnel Committee

January 11, 2017

Meeting was called to order at 6:00 pm

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

Old Business:

Re bonding: Faulkner confirmed that the Treasurer is covered under our general liability insurance.

Annual performance reviews for full-time staff are complete. Understanding that the performance review process is valuable and that the best information on a job comes from the persons doing it, it was agreed that feedback from all staff is important. Therefore it was agreed that discussions with Chris Carpp, Pat, Janet and Cindy would be helpful to ensure that systems to support the work of the Village are efficient and effective. Meetings will be scheduled as follows: Dan: Pat, Dave D: Chris and Dave Q: Janet and Cindy.

Committee recommends that the CPI be used to determine payroll adjustments for 2017-18 fiscal year. 2016 CPI is 1.7%; budget recommendation is 2% adjustment. Pay adjustments will be effective March 1, 2017. After discussion it was confirmed that annual review date will be the same as anniversary date and that reviews need to be completed by December 1st; payroll adjustments will be effective March 1 (ie first day of fiscal year). Anniversary date for current employees is October 15 (ie first day of employment by Village of Lawrence); review date for new hires will be starting date with the Village.

Action items generated by review discussions:

- Cross training: Goal is to cross train on administrative processes. To include office staff and Council representative. Mary will represent Council. Dan to schedule meeting to develop training plan.
- System Operator licenses: Being locally licensed in both water and sewer continues as one of our highest priorities. In preparation for the next testing cycle, it is important that applicants take advantage of every opportunity to increase their knowledge of our system as well as areas of the testing that are required, but not implemented in our system. Visits to other systems, classes, study guides and prior testing review are encouraged. Committee highly recommends taking advantage of the opportunity to review prior tests and ask that applicants schedule time to travel to agency when prior test results become available.

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- Records retention: A need for space raised the question of records stored in the Village Hall. The following recommendations were made:
 - Recover and review the Village Records Retention Policy which includes both Village and State requirements for storage. Review most current MML policy model to determine if changes have been made; the current Village policy is based on the MML model, but has not been reviewed since implementation (~7 yrs ago).
 - Determine VBC Sheriff's Department policy and process old Village police department records based on this policy.

Faulkner received information from MERS regarding future pension obligations. Estimated 2017-18 contribution needs to be budgeted. Establishing a separate account to be funded annually toward future obligations with MERS is under discussion. Additionally, Dan will obtain information on other pension vendors to see if we need to continue under the new MERS program or switch to another vendor.

First draft of comparison of expenditures under the WT contract and the first year of self-management to document anticipated savings is under review. Final report expected shortly.

As a result of discussion with other Village Managers, Faulkner is gathering information regarding Village participation in a 401a pension program vs the current 401k program. On-going.

New Business:

Replacement for the crossing guard is underway. A suitable candidate is available and is asking \$13/hr; current rate is \$9.50/hr. Schedule is 10 hrs/week. LPS has offered to pay the difference in salary. Historically the salary has been split between the Village and LPS, however, last year the Village offered to assume full cost to help LPS meet their budget restrictions. LPS is able to budget the increase at this time and the Committee recommends accepting their offer to help get the best candidate.

Budget items:

- Currently Administrative staff charges are paid out of the General Fund. It is recommended that an administrative services fee be charged to Major and Local Streets, Water and Sewer to spread the cost across funds. Percentage for each fund to be determined.
- In an effort to simplify monthly reporting, month end closing for both Accounts Payable and Accounts Receivable will be the last day of the month. Dan will work with Kim, Janet and Cindy to implement. They will also look at transitioning to electronic payment of Payables whenever possible.
- Council and appointed positions will transition to direct deposit to save time and cost. Dan and Kim to implement.

This institution is an equal opportunity provider and employer

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Meeting was adjourned 7:45 pm. Next meeting date TBD.

Pending agenda items:

Old Business:

Additional information regarding question of compensation for non-election of insurance option was received; Quick will confirm before determining the need for the current personnel policy to be amended to address the potential of this option.

Faulkner will confirm work boot reimbursement policy and make recommendations re policy updating if needed.

Submitted by M Webster