

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
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www.lawrencemi.org



PERSONNEL COMMITTEE

May 2 2017

Meeting was called to order at 6:04 pm. Minutes of the March 30 meeting were approved (Dave/Dan)

Present: D Quick, M Webster, D Faulkner

Absent: M Keyser

Old Business:

Expanded job discussions with part-time staff: Pat complete, meetings scheduled with Cindy and Janet, Dan will follow-up with Dave re discussion with Chris.

MERS regarding future pension obligations. Reviewing other pension vendors/ options is on-going. May bill for \$398 received from MERS; Dan to clarify invoicing from MERS and recommend budget amendment as needed.

Comparison of expenditures under the WT contract. Per Dan, the final figures are complete; spreadsheet will be ready for review at next Personnel Committee meeting.

Direct deposit: Council/planning/clerk/asst. clerk/treasurer: John and Cindy are still pending

Testing review: Brian met with examiner in Lansing to review prior test. Current test schedule: Dave – 5/3, Brian 5/4.

Cross Training: current activity: BS&A tutorials not complete. Progress to be revisited by Webster.

Records Retention: Village Policy/MML policy, VBC Sheriff's Dept.: Activity on-going; Pat working on organizing historic files. Next actions: compare to retention policies.

Job Description review: Assistant Clerk: Dan to meet with Pat to do gap analysis.

DPW weekend coverage (summer) is being reviewed (includes open/close/clean bathrooms, trash). Discussion is on-going.

Personnel Policy: draft II was reviewed: areas requiring more information are vision discount program and disability insurance (both long and short term). Dan will follow-up and submit to Dave for inclusion in Final Draft for next meeting.

Sample Independent Contractor (Zoning/Code Enforcement). Draft role description was presented; Dan will review for gap analysis to determine any changes in current practice needed to include for new hire. Discussion is on-going.

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New Business

Administration Priorities: Dave and Dan to review and agree on priorities.

Dan reported that Adam has accepted a new position with the Van Buren County Sheriff's Department. We expect a replacement officer to be named in June.

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