

# Village Of Lawrence

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## PERSONNEL COMMITTEE

July 31, 2017

Meeting was called to order at 6:05 pm. Minutes of the June 27th meeting were approved (Faulkner/Quick)

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

Absent:

### Old Business:

Expanded job discussions with part-time staff: complete

Direct deposit: Council/planning/clerk/asst. clerk/treasurer: complete

Cross Training: on-going

Records Retention: Village Policy/MML policy, VBC Sheriff's Dept.: on-going

Independent Contractor (Zoning/Code Enforcement) job description – job description approved. Posted and published (8/18 deadline). Currently 1 applicant; Falkner will contact parties who expressed interest previously

Trustee applications: Notice of open position was published in Courier Leader and posted on the Village website and Facebook page. Application deadline is 31 July. Currently 2 applicants; Quick will confirm status of R Weston.

Amended Personnel Policy has been distributed to staff; return of signed copies pending

Budget amendment to include additional insurance costs: Faulkner to determine and recommend amendments as needed. – on-going

Final amended 2016-2017 was presented and will go to Council for final approval at July meeting: scheduled for August meeting

### New Business

Faulkner contract: approved at July Council. Faulkner discussed counter proposal; will present written proposal at August meeting. Confirmed clarification of outside work clause: Recognize that Faulkner has outside business interests which do not conflict with role of Village Manager (Keyser/Quick)

DeLoach resignation replacement process: PSC will work with Faulkner on replacement process.

Meeting was adjourned 7:30 pm. Next meeting date August 22, 2017

Submitted by M Webster.

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