

NOTICE OF SPECIAL WORK STUDY SESSION

OF THE

CHARTER TOWNSHIP OF VAN BUREN

BOARD OF TRUSTEES

TO BE HELD AT

4:00 P.M.

ON MONDAY OCTOBER 31, 2016

For the purpose of discussion on:

**The revised Policies and Procedures Manual.
The revised Salaried Employees Benefits Manual.
The revised Elected Officials Benefits Manual.**

**TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111**

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by contacting the Clerk's Office 734.699.8909.

Posted 10/28/2016

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
OCTOBER 31, 2016 WORK STUDY MEETING
TENTATIVE AGENDA**

ROLL CALL:

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the revised Policies and Procedures Manual.
2. Discussion on the revised Salaried Employees Benefits Manual.
3. Discussion on the revised Elected Officials Benefits Manual.

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren


Agenda Item: _____

Work Study: October 31, 2016
 Board Meeting Date: November 15, 2016

REQUEST FOR BOARD ACTION

	Consent Agenda X	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Policy and Procedures Manual			
DEPARTMENT	Clerk's Office			
PRESENTER	Clerk Leon Wright			
PHONE NUMBER	734.699.8908			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Nicole D. W. Sumpter, Administrative Assistant to Clerk Wright/ Benefits Coordinator			

Agenda topic

ACTION REQUESTED:	
	To consider approval of revised Policy and Procedures Manual
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Distribution of manual and schedule employee meetings
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Two Attorney Reviews. Suggested language and modifications incorporated into manual.
	(May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren


Agenda Item: _____

Work Study: October 31, 2016
 Board Meeting Date: November 15, 2016

REQUEST FOR BOARD ACTION

	Consent Agenda X	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Salaried Employees Benefit Manual			
DEPARTMENT	Clerk's Office			
PRESENTER	Clerk Leon Wright			
PHONE NUMBER	734.699.8908			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Nicole D. W. Sumpter, Administrative Assistant to Clerk Wright/ Benefits Coordinator			

Agenda topic

ACTION REQUESTED:	
	To consider approval of revised Salaried Employees Benefits Manual
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Distribution of manual and schedule employee meetings
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Two Attorney Reviews. Suggested language and modifications incorporated into manual.
	(May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: _____

Work Study: October 31, 2016
 Board Meeting Date: November 5, 2016

REQUEST FOR BOARD ACTION

	Consent Agenda X	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Elected Officials Benefit Manual			
DEPARTMENT	Clerk's Office			
PRESENTER	Clerk Leon Wright			
PHONE NUMBER	734.699.8908			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Nicole D. W. Sumpter, Administrative Assistant to Clerk Wright/ Benefits Coordinator			

Agenda topic

ACTION REQUESTED:	
	To consider approval of revised Elected Official Manual
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Distribution of manual and schedule employee meetings
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Two Attorney Reviews. Suggested language and modifications incorporated into manual. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	