

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

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|--|--|
| 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

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| 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 |  |