

October 22, 2018

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

SUBJECT: Agenda for the October 25th 6:00 p.m. meeting in Council Chambers, Municipal Building

Review proposed budget for the HR Office

Update on the Law Director search

Review any comments on the Employee Handbook

Executive Session to discuss employment and compensation in the prosecutor's office

Respectfully submitted

Kelly L. Chalfant