

February 23, 2018

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

SUBJECT: Agenda for the February 27th meeting at 5:00 p.m. meeting in Council Chambers, Municipal Building

1. Administration review of hiring process for all levels of employment
2. Personnel Reviews: process overview
3. Employee Handbook: Updates and discussion
4. Organization Chart: any proposed updates
5. Budget item for training on Lean Government (McCarthy)
6. Executive session to discuss: Collective Bargaining and Compensation

Respectfully submitted

Kelly L. Chalfant