

January 9, 2019

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

**SUBJECT: Agenda for the January 14th 5:30 p.m. meeting in Council Chambers,
Municipal Building**

Review and approve job descriptions for the following positions:

Public Information Officer

Construction Inspector

Assistant Prosecutor

Update on Perrysburg Health and Wellness Clinic

Discuss: a goal for Council/commission/board member training on Public records, Sunshine laws, responsible social media, per Administrative Code Rule V (a)(4)- Personnel Committee can recommend orientation/training for these groups

Respectfully submitted

Kelly L. Chalfant