

TO: Personnel Board Members

FROM: Carol A. Hargy, SPHR
Personnel Officer

DATE: February 22, 2008

SUBJECT: Personnel Board Meeting

The next scheduled meeting of the Personnel Board will be held on Thursday, February 28, 2008 at 4:00 p.m., in the Connor Library located at 210 Sams Avenue (across street from City Hall). The agenda is as follows. Please review enclosed policy and procedure and be prepared to discuss any recommendations you may have for changes:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of Meeting held January 24, 2008
- IV. New Business
 - A. Review changes recommended from last meeting
 - A. Review/revision of Personnel Policies and Procedures (Section VIII)
- V. Old Business
- VI. Other Business
- VII. Adjournment