

NOTICE OF MEETING

The Personnel Committee of the Leelanau County Board of Commissioners will be conducting a meeting at 11:00 a.m. on Wednesday, December 6, 2023, in the Commissioner Meeting Room of the Leelanau County Government Center, Suttons Bay, Michigan

(Please silence all electronic/cellular devices)

(Proceedings of the meeting are being recorded and are not the official record of the meeting, the formally approved/accepted written copy of the minutes will be the official record of the meeting.)

AGENDA

Call To Order

Roll Call

Pledge Of Allegiance / Moment of Silence

Approval of Agenda and Late Additions/Deletions

Public Comment *(3 minutes)*

Commissioner Comment

Action Items – Discussion/Potential Recommendation:

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- | | |
|---|-------|
| 1. Approval of Minutes – November 7, 2023 | 1-11 |
| 2. Employee Survey Update | |
| 3. Posted Positions: | |
| a. IT Director | |
| b. Account Clerk | |
| i. Job description | 12-13 |
| c. Planning Director | |
| d. Executive Assistant | |
| e. FOIA Coordinator | |
| i. Job description | 14-15 |
| 4. Temporary Office Assistant Reporting | |
| 5. Policy #1.07 pages 7-8 – Non-Union Policy on Personal Days | 16-17 |

Public Comment *(5 minutes)*

Commissioner Comments

Adjournment