

Personnel Committee Meeting Notes

Personnel Committee met at the Glen Lake Library at 10am Friday October 18, 2024.

Attendance: Meg Walton, chair; Chris Webb, and Linda Chase joined us at 10:30.

- **Discussed bereavement language (the recommendation is included in new business for the council review and approval.)**
- **Discussed updating of the Deputy clerk/administrative assistance job description to match the adopted new format.**
- **Discussed updating the Zoning administration job description to match the new adopted format.**
- **Reviewed a possible non contract renewal letter that could become a standard for use with all contract employees. No action taken**

Meeting adjourned at 11:45