

**PERSONNEL COMMITTEE**  
(A Sub-Committee of the Town Council)

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Virtual Meeting

Thursday, November 12, 2020

Time: 10:00 a.m.

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes (October 29, 2020)
4. Discussion Items
  - A. Social Justice Training.
  - B. Review and Approval of the Job Description for the Clerk of the Council.
  - C. Review and Approval of the letter drafted by Vanessa Perry, Assistant Town Manager/Director of Human Resources.
  - D. Draft Procedures for the Personnel Committee.
  - E. The role of the Personnel Committee under the Town Council Rules and Procedures.
5. Miscellaneous
6. Executive Session
7. Adjournment

Members

Deputy Mayor Liz Pendleton

Councilor Janice Snyder

Councilor Mary Justine Hockenberry