

## MEMORANDUM

TO: Members of the Personnel Committee of City Council  
(Councilmen Reynolds, Kimes, Chevront, and Tallman)

FROM: Councilman Tom Joyce, Chairman

DATE: December 9, 2008

SUBJECT: Committee meeting for December 17, 2008

The Personnel Committee of City Council will meet **Wednesday, December 17, 2008, at 10:30 AM** in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV.

Your attendance will be appreciated.

### AGENDA

- I. CALL TO ORDER – Councilman Tom Joyce, Chairman
- II. ROLL CALL – Noted by the Clerk.
- III. MINUTES – October 20, 2008.
- IV. NEW BUSINESS – Six (6) ordinances revising the Personnel Policy and Procedure Manual. (attached.)
- V. ADJOURNMENT