

MEMORANDUM

TO: Members of the Personnel Committee of City Council
(Councilmen Joyce, Lynch, Wilcox, Rockhold)

FROM: Councilman Mike Reynolds, Chairman

DATE: January 21, 2009

SUBJECT: Committee meeting for January 27, 2009

The Personnel Committee of City Council will meet **Tuesday, January 27, 2009, at 6:30 PM**, 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 Mike Reynolds, Chairman
- II. ROLL CALL – Noted by the Clerk.
- III. MINUTES – December 17, 2008.
- IV. NEW BUSINESS – Six (6) ordinances revising the Personnel Policy and Procedure Manual. (attached.), referred from City Council January 13, 2009.
- V. ADJOURNMENT