

**OFFICE OF THE COUNTY CLERK**  
*Donna Trudell, County Clerk*  
**FLORENCE COUNTY BOARD OF SUPERVISORS**  
*Jeanette Bomberg, Chairwoman*

**PLEASE NOTE: If you have any special needs or if you require special accommodations call 715-528-3201 or write P.O. Box 410, Courthouse, Florence, Wisconsin 54121**

The Florence County **Personnel Committee** will hold a special meeting at the Courthouse in Florence, Wisconsin.

**DATE:** Tuesday – October 11<sup>th</sup>, 2016

**TIME:** 5:45 P.M.

**PLACE:** Courthouse

**AGENDA**

1. Call to order
2. Roll call
3. Approval of Agenda
4. Discussion and/or action RE: Approval to accept resignation for Health Dept. employee with final approval from the Health Department Board
5. Discussion and/or action RE: Approval to revise Health Department Administrative Assistant job description with final approval from the Health Department Board
6. Discussion and/or action RE: Approval to advertise and interview for the Health Department Administrative Assistant job description with final approval from the Health Department Board
7. Discussion and/or action RE: Approve funding for former Administrative Assistant to provide incoming Administrative Assistant training with final approval from the Health Department Board
8. Discussion and/or action RE: Approval to submit job description for ADRC/Aging Nutrition Program for a Casual/Call in.
9. Discussion and/or action RE: Approval to advertise and interview for ADRC/Aging Nutrition Program for a Casual/Call in.
10. Discussion and/or action RE: Approval to submit job description for ADRC/Aging Transportation Program for a Casual/Call in.
11. Discussion and/or action RE: Approval to advertise and interview for ADRC/Aging Transportation Program for a Casual/Call in.
12. Adjourn

Respectfully submitted,

Donna Trudell,  
County Clerk