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**OFFICIAL NOTICE OF THE  
CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
Kewaunee Municipal Building, 401 Fifth Street  
**May 21, 2024 – 4:30 P.M.**  
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1. Call to Order & Roll Call
2. Approval Committee Minutes of April 16, 2024 - See Attachments
3. Review Status of Police Department Deputy Chief Position
4. Discussion on Employee Assistance Program
5. Start Discussion and Review of City Admin and Clerk Office Job Descriptions and Duties
  - City Administrator, Clerk Treasurer, Utility Clerk, and Administrative Assistance
6. Review and Update Draft of Personnel Review Process of Employee Handbook
  - Training Approval
  - License and Certification Policy
  - Part Time Employee Benefits Policy
  - Tattoos and piercings
7. Announcements
8. Adjournment

**Special Accommodations:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk prior to the meeting at 920-388-5000 to request adequate accommodations. Every effort will be made to arrange accommodations for all meetings, please provide at least one (1) business day prior to a meeting.

**Notice of Possible Quorum:** Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]