

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

PERSONNEL POLICY REVIEW COMMITTEE AGENDA

**Monday, March 21, 2016
3:00 – 5:00 pm (note longer meeting!)**

**CVRPC Office
29 Main Street, Suite 4, Montpelier**

- 3:00 pm Call to order
- Changes to agenda
- Public comment
- 3:05 Review and approve minutes from 2/22/16
- 3:10 Review draft job descriptions for bookkeeper and administrative assistant
 to be distributed at the meeting
- 3:30 Review draft transmittal memo for Personnel Policy Manual
 previously distributed
- 3:40 Review full draft of Personnel Policy Manual
 previously distributed
- 4:50 Next steps – next meeting date
- 5:00 Adjourn