

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, May 01, 2023 at 6:15 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - a. Elect Vice-Chairman.
 - b. Elect Secretary.
 - [c.](#) Authorization to fill vacant Records Assistant position due to resignation.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, May 1, 2023 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.





MEMO

HUMAN RESOURCES

To: Personnel & Finance Committee Members
From: Shanon Swaney, Human Resources Director
Date: May 1, 2023
Re: Authorization to fill vacant Records Assistant position due to resignation

Records Clerk Brenda Vandenheuvel has resigned from her position at the Police Department effective 05/05/2023.

Staff seeks permission to fill a Records Clerk position due to the resignation of Brenda Vandenheuvel.

