



MEMORANDUM
Office of Human Resources

To: Marsha Hall

From: Brenda Lovell

Copy:

Date: May 12, 2014

Re: WEEKLY REPORT – MAY 5-9, 2014

Friday, May 9

Customer Service training for full time employees presented by Eastland Adult Education. Two separate classes were held from 8AM – noon and from 1:00 PM to 4:00 at the Police Department training room.

Drug Free Work Place training for 4 new hires and 6 rehires.

