



MEMORANDUM
Office of Human Resources

To: Marsha Hall

From: Brenda Lovell

Copy:

Date: February 12, 2014

Re: WEEKLY REPORT – FEBRUARY 17-21, 2014

Met with Steve Hawkins regarding CPR classes for employees. Since police department will not be in the MB it is important to have MB trained on CPR and have discovered that most of our full time employees' certifications have expired. Set up scheduled time for each department to be trained. The training will be done by a seasonal employee that has been trained and can teach classes.

In house job postings – Building Maintenance Technician and Aquatics Coordinator posted 8:00 AM Feb 13, removed 5:00 PM Feb 19

Began DFWP training for new and re-hire for the coming season.

Interviewed one in-house candidate for Building Maintenance Position for the Recreation Dept. and three in-house candidates for Aquatics Coordinator at the Recreation Center

