



AGENDA OF THE PERSONNEL COMMITTEE  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
August 4, 2020  
8:00 A.M.

**CALL TO ORDER**

In light of the Governor's Executive Order regarding social-distancing and restrictions on gatherings, the Personnel Committee of The City of Birchwood Village is conducting its August 4, 2020 meeting using interactive web-based technology. Pursuant to Minnesota Statutes, Chapter 13D. 021 Subdivision 1(1) the City of Birchwood is declaring that, "an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic..."

The meeting will be conducted using the *Zoom* meeting platform, which allows for video-conferencing or teleconferencing, and the details of that are directly below for participating. If you plan to attend it is suggested that you familiarize yourself with the technology in advance. If you plan to participate than you must join the meeting no later than 7:45am to coordinate with the Moderator. Portions of this meeting may be closed at the employee's discretions.

The Moderator of the meeting shall be City Administrator Tobin Lay and all participants, except Personnel Committee Members, shall have their microphones muted unless recognized by members of the Committee.

The Personnel Committee is inviting you to a scheduled Zoom meeting.

Purpose: Committee organization, personnel structure and performance review

Time: Aug 4, 2020 08:00 AM Central Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/85067841292?pwd=TUdLR05TbnR5dStvcEtqMIQ4RjYrQT09>

Meeting ID: 850 6784 1292

Passcode: 384079

Dial by your location: +1 312 626 6799 US (Chicago)

**APPROVE AGENDA**

**REGULAR AGENDA**

- A. Review Committee Organization\* (pp. )
- B. Review Personnel Structure
- C. Administrator Tobin Lay Performance Review (pp. )

**ADJOURN**

\* Denotes items that have supporting documentation provided