

Administrative Assistant Report Addendum April 2008

04/22/08

- 1) **EXTENTION OF VACATION TIME:** Evan Erickson currently has 76.25 hrs of unused vacation, and per the Personnel Policy, vacation time must be used by the employees' anniversary date. His anniversary date is April 10th. Evan is planning to do another rowing fundraiser and is requesting that the use of the 76.25 hrs be extended until the end of August.
- 2) **MEMORIAL DAY:** Ken Cadotte came into the Town Hall to talk about this years' Memorial Day. Jack Nelson handled most of the organization of the annual Memorial Day celebration. As you may remember, last year Ken brought the question to the Town Board of who was going to be in charge of organizing the celebration. I sent a memo this morning to the parties that were involved last year, to see if they would continue their assistance (please see attached copy).
- 3) **DEPARTMENT LIAISONS:** After the election, Waggie gave everyone the page from the current Town of LaPointe Personnel Policy listing the Dept. Liaisons (please see attached copy). New Depts./Town Board member liaisons should be appointed at least to take the positions that Ham Ross & Gary Flores held. Or the Town Board may decide to totally change all the liaison positions.
- 4) **TOWN HALL STAFF:** Waggie will be working some partial days occasionally for the next couple of months to use up her vacation time (her anniversary date is mid-June).