



**Hidden Valley Lake Community Services District
Personnel Committee Meeting
Wednesday, January 31, 2024 - 8:30 a.m.
19400 Hartmann Road, Hidden Valley Lake, Ca.**

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **REVIEW AND DISCUSS:** Recommendation for Approval of the Administrative Support Assistant Job Description
- 6) **PUBLIC COMMENT**
- 7) **BOARD MEMBER COMMENT**
- 8) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvicsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.