HR Committee Meeting
November 12th, 2026 @ 1:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: **https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09**

Residents will be able to view documents posted to the meeting tab on the Town website at **https://townsend.delaware.gov** or by joining the meeting via computer.

1:00 pm HR Committee Meeting

I. Call to Order:

II. Opening Ceremonies

- **a.** Roll Call:
- **b.** Pledge of Allegiance:
- **c.** Recognition of Visitors:
- **d.** Announcements:

III. Citizens Comments & Participation

IV. Adoption of Agenda.

V. Approval/Rejection of Meeting Minutes.

- **a.** Approval/Rejection of HR Committee Meeting Minutes from October 21st, 2026.

VI. **ACTION ITEM**: Discussion and Review of Communication Expectations & Procedures within Departments, Staffing, Council and Public.

VII. Ongoing Business Updates.

VIII. Recap of directives received at meeting & confirming assignments.

IX. Discussion of future agenda items.

X. Discussion regarding next meeting dates.

I. Recess Committee Meeting to Convene Executive Session.

I. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(8&9), the Town Council/ Committee will consider a motion to meet in an executive session for employee disciplinary or dismissal cases as well as personnel matters.

XI. **Close Executive Session & Re-convene Committee Meeting.**

XII. Adjournment.

Public Participation Procedures: Speakers shall state their name and place of residence for the record and address remarks to the Council or Commission as a whole. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.