

**TOWN OF CAROLINA SHORES**  
**Human Resources Committee**  
**Special Called**  
**Meeting Minutes**  
**November 10, 2020**  
**10:00 a.m.**

At 10:00 a.m., Mayor Dunn called the Special Called Meeting of the Human Resources Committee to order.

**Present:**

Mayor Joyce Dunn  
Commissioner Greg Davis  
Commissioner Bill Brennan

**Also, Present:** Chad Hicks, Town Administrator and Nicole Hewett, Town Clerk

**Absent:** None

**Discussion on Personnel:**

Mr. Hicks discussed the Office Assistant position that is coming available with the retirement of Cindy. The Human Resources Committee reviewed the Office Assistant employment ad. Mr. Hicks discussed the potential retirement of Ms. Munday and said that he will be out of a Finance Officer too. There was discussion on the organization of the Building Inspections Department.

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE HUMAN RESOURCES COMMITTEE SPECIAL CALLED MEETING OF NOVEMBER 10, 2020. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Mayor Pro Tem

Submitted by:  
Nicole L. Hewett, Town Clerk