

# MEETING NOTICE

**TO: Human Resources Committee Members**

**Geri Brown  
Janice Dixon  
Zachary Landry**

**Peggy Paul  
Richard Potier**

**FROM: Deidre Ledbetter, Chairperson**

**DATE: November 7, 2017**

**RE: Monthly Human Resources Committee Meeting**

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**The SMILE Community Action Agency's Human Resources Committee will meet:**

**Date: Tuesday, November 14, 2017**

**Time: 5:30 p.m.**

**Location: St. Martin CAC  
2097 Terrace Road  
St. Martinville, LA 70582**

**Please plan to attend. If you are not able to attend, please contact Ms. Chaisson-Pitre, (T) Director of Human Resources at (337) 408-2544.**

**Thank You!**

**HUMAN RESOURCES COMMITTEE MEETING  
St. Martin Community Action Center**

**Agenda  
November 14, 2017  
5:30 p.m.**

- I. Call to Order**
  
- II. Prayer**
  
- III. Roll Call**
  
- IV. Unfinished Business**
  - a. Ethics Training Update**
  - b. Worksite Tobacco-Free Policy**
  
- V. New Business**
  - a. Distribute PPPM**
  - b. Confidentiality Statement**
  - c. Personnel Actions**
  
- VI. Announcement**
  - a. Equal Opportunity Training – Saturday, November 18, 2017**
  
- VII. Adjournment**