



# PUBLIC NOTICE POSTING REQUEST TO OFFICE OF THE WESTWOOD TOWN CLERK

TIME STAMP

**ORGANIZATION: PERSONNEL BOARD**

2013 DEC 13 P 1:39

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**MEETING**

**PUBLIC HEARING** (Please circle appropriately)

TOWN CLERK  
TOWN OF WESTWOOD

TOWN CLERK  
TOWN OF WESTWOOD

**DATE: December 18, 2013**

**TIME: 7:30 p.m.**

**LOCATION: Westwood Library Conference Room**

**PURPOSE: Monthly Meeting**

**REQUESTED BY: Mary Beth Bernard, Human Resources Director**

**NOTE:** Notices and agendas are to be posted at least 48 hours in advance of the meetings *excluding Saturday, Sundays, and legal holidays*. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in the adequate amount of time.

## **LIST OF TOPICS TO BE DISCUSSED**

(For updates to this notice, please see [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us))

- Minutes from November 20, 2013, Meeting
- Review Updates to Personnel Policies before Public Hearing
- Review Anti-Nepotism Policy for Inclusion in Personnel Policies
- Review Draft HIPAA Notice of Privacy Practices
- Presentation on SEIU Job Classification Study

**NOTE:** Per changes to Open Meeting Law, effective July 1, 2010, notice of any meeting of public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". Topics must give enough specificity so that the public understands what will be discussed, but not necessarily all items that may come up. Please list those topics above.