

Procedures and Policies Meeting

January 26, 2022

Agenda

Topics of Discussion:

1. **Human Resources:**

Julie Cangro, Director of Human Resources

- Timepiece

2. **Technology:**

Ron Velez, Director of Technology

- WestFax

3. **Purchasing:**

Toni Russo, Purchasing Supervisor

- Purchase Order Reminders
- Ed Data Update
- Line Item Receiving