



MEMORANDUM

To: City of Menasha Common Council
From: Peggy Steeno, ^{PS}Administrative Services Director
Date: July 30, 2015
RE: Human Resources Coordinator – Hiring Announcement

I am pleased to announce the hiring of Candi Huber as the new Human Resources Coordinator. Candi comes to the City with seven years of HR, safety, and business experience, along with a corresponding education. Having spent the past seven years as the Human Resources & Safety manager for a manufacturing company, Candi brings a wide variety of skills and abilities needed to be successful in her new role. Candi will be responsible for coordinating all City HR functions, including: recruitment, retention, professional development, communications, planning, policies, benefits, and reporting, as well as working with Menasha Utilities on HR functions as has been discussed throughout the recruitment process.

Please help me in welcoming Candi to the City of Menasha as of August 10th.