

# MEMORANDUM

*From the desk of*

**CINDY VAN METER**

*Office Manager/Human Resource Coordinator*



DATE : January 31, 2023

TO : Board of Directors

CC : John Tillotson

RE : Utility Worker position

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Contacted six (6) applicants and five (5) responded back. Set up five (5) interviews for this position. Staff interviewed all five (5) applicants. The eligibility list is as follows:

James Tillotson	1
Taylor Hicks	2
Mika Jahnke	3