



Town of New Castle
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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Introduction of New Staff Members
Date: 04/02/24

Purpose:

The purpose of this agenda item is to introduce new staff members Michelle Huster and Jolene (Josie) Woods to the Town Council.

Michelle joined our Clerk's Department team on March 4th and has been doing a terrific job of learning the many responsibilities and roles that come with her front office position. Staff is excited to have Michelle as part of the New Castle team.

Josie joined the Finance Department on February 26th and has been a terrific addition to the team. Concentrating on payroll, Josie has done a great job of learning our systems and is working toward becoming our payroll administrator. Josie has been a huge help to the department and assistant to Viktoriya.

With recent team members hired in the Police Department and Recreation Department staff will be returning in the next few weeks with more introductions.