

# Personnel and Finance Committee

## | MINUTES

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Meeting date | time 5/21/2018 9:00 PM | Meeting location Monroe City Offices

Meeting called by Paul Canter  
Type of meeting Emergency  
Facilitator Paul Canter  
Note taker Harry Myers  
Timekeeper Paul Canter

Attendees:  
Rick Hohnbaum, Frank Thayer, Paul Canter, Cindy Canter, Harry Myers  
Absent: none

### AGENDA TOPICS

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Time allotted | 40 minutes | Agenda topic employee retention | Presenter Paul Canter

Discussion : A job opportunity has arisen for the City of Monroe Finance Officer(FO). What do we need to do to retain the city's FO.

Conclusion : Tracey Jensen is a valuable asset to the city with a broader set of skills that we have employed before. She has the potential to evolve into the same caliber of employee as the former FO and be more comprehensive to our financial/payroll/accounting requirements. The committee recommends we accept the request for a raise to \$22.00/hour for the FO, and starting Jan 1, 2019, to contribute 50% of the medical, dental and vision coverage for qualifying family members of all our employees. Costs estimated to be around \$16,000.00 annually. Part of the committee recommendation is the review and rewrite of all job descriptions, hierarchy (including elected officials), and policies and procedures as it relates to the assignment of tasks (see below).

Action items	Person responsible	Deadline
Advise council of recommendation through email and request a vote of council via email. Time is of essence as we need to determine the cities decision respectful of the window of opportunity for Tracy.	Harry Myers	5/23/2018 1:00 PM

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Time allotted | 20 minutes | Agenda topic Update of Personnel documents | Presenter All

Discussion : Confusion and inefficiencies are hindering city operations regarding who can request another to perform a task, what kind of tasks may be delegated, and management of task priorities.

Conclusion: Rewrite and clarify all job descriptions, Personnel Handbook, Council Rules, and any other relevant document as needed to mitigate the above stated issue.

Action items	Person responsible	Deadline
Advise council of actions planned. Evaluate current documents, interview positions for contribution to documents, create drafts and present to PFC for review and recommendations.	Harry Myers	6/30/2018 6:00 PM