

# Personnel and Finance Committee

## | MINUTES

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Meeting date | time 8/23/2018 6:00 PM | Meeting location Monroe City Offices

Meeting called by	Harry Myers	Attendees:
Type of meeting	Council Committee	Frank Thayer, Rick Hohnbaum, Paul Canter, Cindy Canter, Harry Myers
Facilitator	Rick Hohnbaum	Audience: Tim Eastridge
Note taker	Harry Myers	Guest: Pete Grossnicklaus
Timekeeper	Paul Canter	

### AGENDA TOPICS

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Time allotted | 30 minutes | Agenda topic Worker's Comp | Presenter Rick Hohnbaum

Discussion : Review worker's comp coverage with insurance carrier

Conclusion : Even though the cities total cost is up, the rates have reduced, in some cases substantially. Cause of overall total cost increase is due to removal from preferred status an employee who is now included in the cost calculations.

Action items	Person responsible	Deadline
Request insurance agent to review other providers and provide rates to committee. Agent will communicate to PFC in approximately 2 weeks.	Rick Hohnbaum	9/10/2018 5:00 PM

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Time allotted | 5 minutes | Agenda topic Audit Draft | Presenter Rick Hohnbaum

Discussion : Reviewed draft of Audit

Conclusion: Looks good.

Action items	Person responsible	Deadline
Present to full council	Rick Hohnbaum	8/27/2018 6:00 PM

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Time allotted | 15 minutes | Agenda topic Selection process | Presenter Rick Hohnbaum

Discussion : How should city process applicants to determine finalist(s)

Conclusion: Create a panel to pare down 35 + applicants to 8. Interviews by panel to present City Administrator with 3 finalists for consideration. City Administrator to work with staff to select candidate to offer position.

Action items	Person responsible	Deadline
Manage process and coordinate with employee hiring panel to accomplish goals in reasonable amount of time.	Rick Hohnbaum	9/24/2018 6:00 PM

*Time allotted | 5 minutes | Agenda topic Cost of Living Adjmt | Presenter Rick Hohnbaum*

Discussion : COLA by state approximately 2.75%. Discussed city costs, expected increases in costs, revenues, task loads, recent income/benefit adjustments.

Conclusion: Better to hold COLA recommendation until closer to calendar year end.

Action items	Person responsible	Deadline
Recommend to council that COLA decision being put on hold until calendar year end	Harry Myers	8/27/2018 6:00 PM

*Time allotted | 5 minutes | Agenda topic Social Media | Presenter Rick Hohnbaum*

Discussion : Various issues and concerns regarding use of city managed social media accounts.

Conclusion: Publish draft of Social Media Policy but realize this will need to be a living document, requiring future edits, and homework for committee members and staff.

Action items	Person responsible	Deadline
Recommend to council that draft of Social Media Policy has been completed and will continue to be worked on	Harry Myers	8/27/2018 6:00 PM

*Time allotted | 30 minutes | Agenda topic City Hierarchy | Presenter Rick Hohnbaum*

Discussion : City Hierarchy as defined in policies, job descriptions. Best practices.

Conclusion: Will need Executive Session with council and legal counsel.

Action items	Person responsible	Deadline
Chair executive session at next council meeting	Paul Canter	8/27/2018 6:00 PM