

# Personnel and Finance Committee (PFC) Meeting

## Monroe City Council

*Date / time* 2/5/2019 5:45 PM | *Location* Monroe City Hall

|                   |                |   |
|-------------------|----------------|---|
| Meeting called by | Harry Myers    | Attendees: Cindy Canter, Frank Thayer, Harry Myers, Floyd Billings, Paul Canter, Rick Hohnbaum,<br>Guests: Open to public |
| Type of meeting   | City Committee |   |
| Facilitator       | Rick Hohnbaum  |   |
| Note taker        | TBD at meeting |   |
| Timekeeper        | TBD at meeting |   |

### Agenda Items

New Business Presenter Time allotted

Update Council procedures and rules to cover:

- Transition plan when changing council due to election
  - Shadow period for new incoming council?
- Transfer procedures for outgoing council duties
  - Check signing – start process before council sworn in?
- Recovery and distribution of city materials (keys, etc.)
  - Signature check in, re-distribution if needed.

*Note: discovery phase of task to update procedures and rules*

Redefine Personnel FTE requirements to replace/consolidate positions recently vacated by less than FTE employees. Should we have administrative assistant that also handles environmental services and relief/support for the PW Technician?

*Note: Public Works should provide a requirements document for labor expected to be needed, skill set or timeline to acquire skills. Without this specified it would be hard to combine with office type duties position or advertise as a separate position.*

✓ Old Business Presenter Time allotted

Discuss Cost Of Living Adjustment (COLA) for City Staff - completed

### Other Information

Observers: TBD

Resources: City Council chambers, City Mayor, City Admin, PFC members

Special notes: