



# MEETING NOTICE

## Personnel & Finance Committee

### MONROE COMMUNITY CENTER

January 8, 2025 6:00 PM

**All meetings are open to the public and are held in the Monroe Community Center located at 605 Main Street, Monroe**

#### **AGENDA**

1. OPENING: Call to Order/Roll Call
2. New Business
  - a. Administrative Assistant Position Vacancy
  - b. Committee Membership Appointments
3. Old Business
  - a. City Administrator Position Update
  - b. Draft Employee Handbook
4. OTHER BUSINESS:
  - a. Set agenda items for next meeting
5. ADJOURNMENT