

# PERSONNEL AND FINANCE COMMITTEE PUBLIC NOTICE AND DRAFT AGENDA

WEDNESDAY SEPTEMBER 17, 2019 5:00pm  
MONROE CITY HALL 658 COMMERCIAL STREET

1. Call to Order: Chair Canter
2. Secretary/Notetaker Assignment
3. Review Minutes of August 21, 2019 Minutes
4. Review Draft Agenda/Adjust/Adopt
5. Staff Report on Recruitment and Personnel
6. New Business:
  - a. Policy- staff and council must come to a consensus before hiring staff or contracted services.
  - b. Policy- Explanation of new time off form. (it was suggested that we should make sure that all current employees are made aware of how to fill out the new form)
  - c. Audit Review Process
  - d. Personnel Policy on marijuana testing
7. Old Business:
  - a. None
8. Other Business
  - a. Next Meeting date
  - b. Other Business
9. Recommendations to Council
10. Adjournment

## **Personnel and Finance Committee**

Councilor Cindy Canter

Mayor Paul Canter

Councilor Frank Thayer

Council President Floyd Billings

The Personnel and Finance Committee is an advisory committee to the Monroe City Council. The meetings are open and public meetings and while they may vote to make recommendations to the City Council, no council decisions are made at the committee level.