

May 24, 2005

Monique Jones



Dear Ms. Jones:

Thank you for agreeing to serve on the Purchasing Standardization Committee. I am very pleased to be able to appoint you to serve the people of Milwaukee County in this capacity.

The next step in the appointment process is confirmation review by the County Board Committee on Finance and Audit, and with their approval final confirmation by the full County Board.

By tradition, the committee that has confirmation review authority asks that the appointee appear at the committee hearing. Your confirmation review will be before the Finance and Audit Committee hearing on June 16<sup>th</sup> at 9:00 am, in room 201(2<sup>nd</sup> Floor) of the County Courthouse. Appointments are usually the first item on the agenda and it is basically a brief opportunity for the committee members to meet you and to ask you any questions they may have (they usually don't ask anything). This should take no more than a few minutes and after your confirmation is approved for a vote by the full Board, you will be free to leave.

If you are unable to attend the committee hearing on June 16<sup>th</sup>, please let my staff member, Greg Reiman, know so that I can request that the Committee Chair remove your appointment from their agenda until a future meeting. You can reach Greg Reiman by phone at: 414 278-5230 or email at: [greiman@milwcnty.com](mailto:greiman@milwcnty.com)

Thank you again.

Sincerely,

Scott Walker  
Milwaukee County Executive

SKW/gtr