

Emmet County  
**PERSONNEL COMMITTEE MEETING**  
March 8, 2010

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Call to Order:

The meeting was called to order in the Controller's Office Conference Room by Chairperson Jones at 1:00 p.m.

Roll Call: (completed silently by Recording Secretary)

Present: Commissioner Jack Jones, Chairperson; Commissioner Leroy Gregory, Commissioner Tom Shier; Controller Lyn Johnson; Assistant Controller/HR Director Marty Krupa.

Absent: None

Guests: Equalization Director Lynette Girard; Director and Planning, Zoning & Construction Resources Brentt Michalek; Civil Counsel, Kathy Abbott

Agenda: **Motion** by Gregory to approve the agenda as written. Supported by Shier.  
Motion carried in a unanimous voice vote.

Approval of Minutes:

The proposed minutes of the February 8, 2010 meeting were presented and reviewed.  
**Motion** by Shier to approve the February 8, 2010 meeting minutes as presented. Support by Gregory.  
Motion carried in a unanimous voice vote.

Communications:

None.

Equalization: Lynette Girard, Equalization Director, presented the concept of creating a new classification for a Level III appraiser. The idea presented is to set up a program that would provide an incentive for Level II appraisers to achieve Level III certification status. No action was taken on this request.

Ordinance Enforcement: Controller Johnson informed the committee that staff is working on the a contractual arrangement to provide Code enforcement for the DPW as approved at the March 11, 2010 Board of Commissioners meeting.

Early Retirement Incentive: Marty Krupa, Assistant Controller/HR Director, presented the committee with an outline of an Early Retirement Program. In summary, this program will offer

a voluntary early retirement option to any eligible full-time, non-elected employee who elects to retire on or before April 30, 2010. The retirement incentive will consist of a payment of \$500.00 for each full year of service. The employee may choose to receive the incentive as a cash payment (subject to employment tax withholding) or as a deposit into a Health Retirement Account (HRA) established by the County. To be eligible, the employee must have reached the age of 60 years on or before April 30, 2010, or have accumulated a minimum of 10 years of service as an Emmet County employee by April 30, 2010. The offer will be effective as of March 11, 2010 for employees employed by the County on that date, and will remain open until 5:00 p.m. on April 26, 2010. To accept the offer, the employee will sign the County's early retirement program agreement. This offer will not be available to any employee whose employment is terminated for just cause.

**Motion** by Shier to approve recommending to the Board the Early Retirement Program. Supported by Gregory.

Motion carried in a unanimous voice vote.

**2011 Budget:** Controller Johnson reported that based on the information that he has received to date it appears that the taxable value of the County will decrease by approximately 3% for the 2011 budget year.

**Civil Counsel:** Civil Counsel, Kathy Abbott, informed the committee that her Administrative Assistant would be out on an extended leave, therefore, she requested that the committee allow the Civil Counsel department to utilize temporary help thru one of the local temporary employment agency.

**Motion** by Shier to approve recommending to the Board the use of temporary help while her Administrative Assistant is out on an extended leave. Support by Gregory.

Motion carried in a unanimous voice vote.

**Other Business:**

None.

**Public Comment:**

None

**Adjournment:**

There being no further business Chairperson Jones adjourned the meeting at 1:40 p.m.