

Emmet County  
**PERSONNEL COMMITTEE**  
Monday, October 12, 2009

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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; Recording Secretary Vickie Carpentier.

Absent: None

Guest(s): Brentt Michalek, Planning, Zoning & Construction Resources Director.

Agenda:

Motion by Gregory to approve the agenda as presented. Supported by Shier.  
Motion carried in a unanimous voice vote.

Approval of Minutes:

The proposed minutes of the September 14, 2009 meeting were reviewed.

**Motion** by Shier to approve the September 14, 2009 meeting minutes as presented. Supported by Gregory.

Motion carried in a unanimous voice vote.

Communications:

None.

Emmet County Sheriff's Office:

Krupa advised an ECSO employee has a medical condition and will be off work. The Sheriff is asking for approval to utilize, on a temporary basis and without benefits, a Marine Deputy to fill the position until the employee can return to work.

**Motion** by Shier to fill the Animal Control Officer position on a temporary basis until further notice. Supported by Gregory.

Motion carried in a unanimous voice vote.

Planning, Zoning & Construction Resources:

Michalek advised that HR Director Krupa had presented the Retirement Incentive Program to the department's staff and answered their questions. The presentation went well and some interest was shown.

Budget:

Johnson advised that because the State continues to make changes they are still working on the budget. The most recent change was to taxable values which will drop this year. This will result in revenues being down and require the County make further adjustments. He expressed his feeling that the County will need to make significant reductions in the whole operation. He advised them that with the majority of the budget being mandated services, areas where adjustments could be made are limited.

Discussed cost reduction options. Areas of discussion included general leave, controller's contract, work hours, health insurance and wage increases.

Johnson provided a copy of the proposed budget to the Committee for review.

Krupa advised they would be finalizing layoffs the first week of November and sending out the required two-week notice by November 15 with layoffs occurring by November 30.

Krupa advised the Committee they can, if they feel it is necessary, schedule additional meetings to handle these layoffs.

Personnel Policy:

Krupa presented a draft of revisions to the current Personnel Policy. The modifications incorporate all updates and necessary changes that need to be made to the policy.

Other:

Emmet County Sheriff's Office

Johnson advised the Command bargaining unit did reject the offer for the contract settlement and it will be going to arbitration.

Public Comment:

None.

Adjourned:

**Motion** by Gregory to adjourn.

There being no further business Chairman Jones adjourned the meeting at 2:00 p.m.

Approved: 11-09-2009