



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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Jeffrey Dontz  
VICE-CHAIRPERSON  
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Mark Bergstrom  
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Alan Marshall  
Richard Schmidt

CLERK

Jill Nowak  
(231) 723-3331

CONTROLLER/Administrator

Thomas Kaminski  
(231) 398-3504

## PERSONNEL COMMITTEE

Wednesday, October 19, 2016  
1:00 P.M.

Courthouse & Government Center  
Board of Commissioner's Room

### AGENDA

1. Discussion Education Requests for FY 2016/2017. Appendix A
2. Russ Pomeroy will address committee regarding positions in his office.
3. Health Insurance Education Meetings on Thursday, October 27, 2016.
4. Open Enrollment Dates November 03, 2016 & November 04, 2016.
5. Other items from Committee members.
6. Adjournment.

# Appendix A

## APPLICATION FOR EDUCATION ASSISTANCE FROM THE MANISTEE COUNTY EDUCATION FUND

Name: Rachel Nelson  
Department: Co Administration & Housing Program  
Title: Finance Assistant & Housing Program Administrator  
Degree/Certificate/Coursework Seeking: Associate of Applied Arts & Sciences in Accounting  
Amount Requesting: \$1,000 for FY 2016/17 (per policy)  
Educational Institution: West Shore Community College  
Anticipated Degree/Certificate/Course Completion Date: December 2018  
*(due to night class availability)*

### Explanation of Education Assistance Request:

I believe this degree will help sharpen my skills in my current position, and this has been the case with the classes I've already taken. The coursework covers many areas of the things I do at work. Any financial assistance will be greatly appreciated.

It is understood that regular full-time employees are eligible to apply for the education assistance after completion of twelve (12) months of continuous full-time employment and they must remain employed by the County for a minimum of forty-eight (48) months after completion of approved training. An employee whose employment with the County is terminated prior to fulfilling this obligation will be required to reimburse the County for the assistance received prior to the release of his/her final paycheck, where the employee: (a) voluntarily terminates his/her employment with the County, or (b) is terminated, dismissed or discharged for cause from his/her employment with the County. This reimbursement requirement shall not apply to an employee whose employment is terminated due to the election of a new elected official, or to an employee employed under a written contract of employment where the contract expires and is not renewed by the County.

Signature of Employee: Rachel Nelson  
Dated: 7-18-16

Signature of Supervisor: [Signature]  
Dated: 7/19/16

\_\_\_\_ Approved by Personnel Committee on \_\_\_\_\_  
\_\_\_\_ Approved by County Board on \_\_\_\_\_  
Amount Approved \$ \_\_\_\_\_  
\_\_\_\_ Disapproved by Personnel Committee on \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

APPLICATION FOR EDUCATION ASSISTANCE FROM THE  
MANISTEE COUNTY EDUCATION FUND

Name: Jennifer L. Kirchinger  
 Department: Reg of Deeds / Equalization  
 Title: Deputy Reg of Deeds / Equal. Property, Descrip. Analyst  
 Degree/Certificate/Coursework Seeking: Assoc. Marketing / Management  
 Amount Requesting: \$1,000<sup>02</sup> (500 fall / 500 winter)  
 Educational Institution: West Shore Community College  
 Anticipated Degree/Certificate/Course Completion Date: June, 2018

Explanation of Education Assistance Request:  
This request is to assist with recovery of monies paid out, and to help cover the cost of my loans.

It is understood that regular full-time employees are eligible to apply for the education assistance after completion of twelve (12) months of continuous full-time employment and they must remain employed by the County for a minimum of forty-eight (48) months after completion of approved training. An employee whose employment with the County is terminated prior to fulfilling this obligation will be required to reimburse the County for the assistance received prior to the release of his/her final paycheck, where the employee: (a) voluntarily terminates his/her employment with the County, or (b) is terminated, dismissed or discharged for cause from his/her employment with the County. This reimbursement requirement shall not apply to an employee whose employment is terminated due to the election of a new elected official, or to an employee employed under a written contract of employment where the contract expires and is not renewed by the County.

Signature of Employee: Jennifer L. Kirchinger  
 Dated: Sept. 8, 2016  
 Signature of Supervisor: Mary Wynn  
 Dated: 9/8/16

\_\_\_\_ Approved by Personnel Committee on \_\_\_\_\_  
 \_\_\_\_ Approved by County Board on \_\_\_\_\_  
 Amount Approved \$ \_\_\_\_\_  
 \_\_\_\_ Disapproved by Personnel Committee on \_\_\_\_\_

Comments:  
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