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**LANCASTER COUNTY
CLERK**

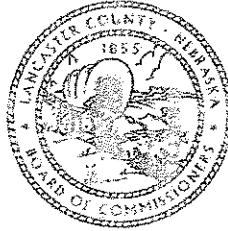
City County Human Resources Department

INTER-DEPARTMENT COMMUNICATION

TO	Todd Wiltgen, Chair	DATE	August 9, 2017
DEPARTMENT	County Commissioners	FROM	Karen Eurich <i>KE</i>
COPIES TO	Kerry Eagan Sara Hoyle Melodie Montiel	DEPARTMENT	Human Resources
		SUBJECT	Exceptional Circumstance Award - Minette Genuchi

Under provisions of Personnel Rule 17.9(b) Sara Hoyle and Kerry Eagan are requesting a \$500 award for Minette Genuchi. The enclosed memo from Sara Hoyle and Kerry Eagan explains their reasons for the request. We have investigated the merits of the matter and feel there are exceptional circumstances to support the award. Therefore, we recommend the Commissioners approve the request.

Enclosure



LANCASTER COUNTY PERSONNEL
2017 AUG 8 AM 9 56

LANCASTER COUNTY BOARD OF COMMISSIONERS

Roma Amundson Jennifer Brinkman Deb Schorr Todd Wiltgen Bill Avery
Kerry Eagan, *Chief Administrative Officer* Ann E. Ames, *Deputy Chief Administrative Officer*

August 7, 2017

Doug Mc Daniel, Director
City of Lincoln-Lancaster Human Resources
555 S. 10th St., Suite 302
Lincoln, NE 68508

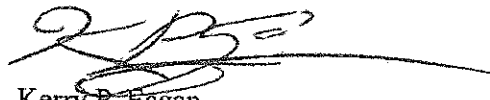
Re: Request for Exceptional Circumstance Award for Minette Genuchi

Dear Doug,

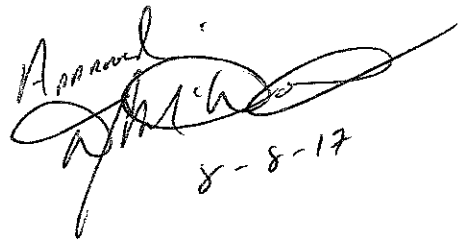
In accordance with the provisions of Section 17.9(b) of the Lancaster County Personnel Rules, Sara Hoyle and I hereby request an exceptional circumstance award in the amount of \$500 for Minette Genuchi, Administrative Secretary to the County Board. During the months of June and July of 2017, Minette provided secretarial and administrative services to the Lancaster County Human Services Department while Jenni Ryan was on maternity leave. Because of Minette's willingness to perform this extra work, it was not necessary for the Human Services Department to hire a temporary employee for that period, thereby saving the County thousands of dollars in extra wages. At the same time Minette continued to fulfill all of her duties for the County Board

Sincerely,


Sara Hoyle
Human Services Director


Kerry P. Eagan
Chief Administrative Officer

cc: County Board
Ann Ames, Deputy Chief Administrative Officer


Approved
8-8-17

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