

PERSONNEL COMMITTEE
MEETING MINUTES
Tuesday, June 4, 2024
Howard Male Conference Room

The Personnel Committee met on Tuesday, June 4, 2024, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair
Bill Peterson
Robin Lalonde, (sitting in for John Kozlowski)
Travis Konarzewski, (invited by Chair Fournier)

OTHERS PRESENT: Jesse Osmer, County Administrator
Jennifer Mathis, Human Resource Specialist
Kim Schultz, Chief Deputy Clerk
Kim MacArthur, Board Assistant
Julie Jackson, Victim Assistance Coordinator
Logan Kemp, Interim IT Director

CALL TO ORDER

Chair Fournier called the meeting to order at 12:01 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

Chair Fournier presented the agenda for approval with the following change and addition: 1) Move Restructure of IT Department into Open Session and 2) Add Closed Session for Personnel Matter. Motion was made by Commissioner Lalonde and supported by Commissioner Konarzewski to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Victims Assistance Coordinator Julie Jackson presented a request to change her position from salary to hourly due to the federal wage increase. The Department of Labor is increasing the salary threshold for administrative and professional employees to the equivalent of an annual salary of \$43,888 effective July 1, 2024, and on January 1, 2025, to \$58,656. Julie is also requesting her hours be reduced from 40 hours per week to 37-38 hours to help her budget more money for the part-time advocate. HR Specialist Jennifer Mathis will meet with Julie for further discussion. The item is tabled to the next Personnel Committee.

INFORMATION ITEM: County Administrator Jesse Osmer presented discussion on the PTO Payout Policy for review and approval (attachment #1). Currently, an employee that gives a 14 day notice only gets 50% payout of their PTO. Discussion was made to remove Sections 2, 4 and 5; retain Sections 3 and 6; and revise Section 1 to read "An employee who resigns with or without notice or who retires will be paid 100% of the value of the hours in the employee's PTO bank up to 176 hours. Motion was made by Commissioner Peterson and supported by Commissioner Lalonde to recommend approval to amend the PTO Policy as presented. Roll call vote was taken:

AYES: Commissioners Lalonde, Peterson, Konarzewski, and Fournier. NAYS: None. Motion carried.

Discussion was made to revise Section 1 of the PTO Policy to state the cap at 200 hours. Motion was made by Commissioner Peterson and supported by Commissioner Lalonde to amend the previous motion to include the revision of Section 1 as presented. Roll call vote was taken: AYES: Commissioners Peterson, Konarzewski, Lalonde, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the revised PTO Payout Policy as presented.

INFORMATION ITEM: Administrator Osmer presented a County Vehicle Policy for review and approval (attachment #2). There needs to be clarification in Section 9 (Over-Night/Take Home Privileges and Off Duty Use) stating if a Department Head will be using the vehicle overnight and/or off duty, their direct report would be the one to sign off. A form will be created for overnight and off duty use. The policy would take effect immediately. Commissioner Lalonde recommends all Department Heads review and sign the new policy. Motion was made by Commissioner Lalonde and supported by Commissioner Peterson to recommend approval of the County Vehicle Policy as presented. Roll call vote was taken: AYES: Commissioners Konarzewski, Lalonde, Peterson, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the County Vehicle Policy as presented.

INFORMATION ITEM: Administrator Osmer presented discussion on outsourcing the cleaning of some of the facilities to a third party as a potential cost savings. Motion was made by Commissioner Konarzewski and supported by Commissioner Lalonde to approve the County Administrator to seek bids for cleaning services from a third party and bring back to a future meeting for further discussion as presented. Motion carried.

ACTION ITEM #3: The Committee recommends approval for the County Administrator to seek bids for cleaning services for County facilities from an outside third party as presented.

INFORMATION ITEM: Administrator Osmer presented a memo from Interim I.T. Director Logan Kemp on restructuring the IT Department (attachment #3). Motion was made by Commissioner Peterson and supported by Commissioner Konarzewski to recommend approval of the I.T. Restructure as presented. Roll call vote was taken: AYES: Commissioners Lalonde, Peterson, Konarzewski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the I.T. Department's restructure request to promote Logan Kemp to I.T. Director, a training wage increase, and to fill the vacant position as presented.

CLOSED SESSION: Motion was made by Commissioner Lalonde and supported by Commissioner Peterson to go into closed session for Personnel Matters. Session closed at 12:20 p.m.

OPEN SESSION: Chair Fournier announced the Committee was back in open session at 12:39 p.m. Roll call was taken. All Committee members present.

INFORMATION ITEM: HR Specialist Mathis reported there are three employment separations since the last meeting: Home Improvement Program Assistant; Animal Control Shelter Manager; and the Sunken Lake Park Managers.

***Next Meeting: Tuesday, July 2, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Lalonde and supported by Commissioner Peterson. Meeting adjourned at 12:43 p.m.

Brenda Fournier, Chair

kvm

- Employees receiving donated PTO hrs. will not earn PTO hrs. on donated hrs.

Employee on Leave

- 1) Prior to receiving a paid time off leave donation, the employee must have exhausted all compensatory leave and paid time off.
- 2) Employee requests a leave due to an accident or serious illness of the employee or their dependent (as defined under the Family and Medical Leave Act).
- 3) Employee may utilize up to two (2) weeks donated time, to be used immediately following:
 - (a) An event of catastrophic casualty loss (i.e., severe damage to their primary residence)
 - (b) An event of catastrophic bereavement

Employee Donating Time

- 1) All paid time off donations must be voluntary.
- 2) Employees donating time must have more than 40 hours of PTO available
- 3) Employees donating time must fill out the Donation of PTO form located in the Human Resource Department and submit to the Clerk's office who will deduct time as it is needed

PTO while on Short Term Disability or Workers Compensation

PTO time may be utilized during periods when an employee is receiving voluntary worker's compensation payments from the Employer or short-term disability insurance payment to the extent necessary to maintain the employee's net take home pay based upon a forty (40) hour work week or the employee's normal work week, whichever is lesser. The first seven (7) days that an employee is off work due to work-related injuries will be paid by the County without charge to PTO time.

Payment of Unused PTO Time on Termination

Unused PTO Time at the end of the year. At the end of each calendar year, all accrued but unused PTO time in excess of two hundred (200) hours shall be forfeited.

Employees who leave their employment of the County may receive pay for accrued but unused PTO time in any of the following circumstances:

- 1) An employee who retires in accordance with the retirement plan currently in effect will be paid 100% of the value of the hours in the employee's PTO bank up to 176 hours.
- 2) An employee who resigns from employment and provides a minimum of fourteen (14) days advance notice to the County effect will be paid 50% of the value of the hours in the employee's PTO bank up to 176 hours.
- 3) An employee who is laid off will be paid 100% of the value of the hours in the employee's PTO bank upon their request, provided however that such PTO time payment shall be designated to the period of the layoff.
- 4) An employee who is terminated due to job elimination, shall receive 100% of the value of the hours in the employee's PTO bank
- 5) An employee who is discharged for just cause forfeits payment of their PTO bank unless modified in writing
- 6) In the event of the death of an employee, the employee's estate will be paid 100% of the value of the hours in the employee's PTO bank.

PTO and Retirement

For purposes of this policy, retirement occurs when an individual is eligible for an immediate retirement allowance from MERS and does not include individuals who leave County employment and will be entitled to receive a retirement allowance at some later date because they are vested in the retirement system.

Under credit of PTO

Employees claiming that they have not been properly credited shall submit a written notice to their Department Head identifying the error. Department Heads will promptly investigate all claims made by employees. In instances where the employees claim is substantiated, the Department Head shall submit the approved correction to the payroll department within 30 days of notification by employee.

Over credit of PTO

When it is determined that an employee has been over credited with PTO due to a mathematical miscalculation, typographical error, clerical error, or misprint in the crediting of PTO. Employee will be



Alpena County Vehicle Use Policy
Draft for Consideration by the Personnel Committee
June 4, 2024

PURPOSE

The County of Alpena has the responsibility to provide a safe work environment for its employees, and to ensure the responsible use of taxpayer property. As such, the purpose of this policy is to establish the duties, responsibilities and expectations associated with driving on the job (including County vehicles, rental vehicles and personal vehicles) and to ensure that any employee who operates a County-owned vehicle understands the responsibilities associated with operating that vehicle. Employees should familiarize themselves with this policy.

POLICY & PROCEDURE

Scope

This policy applies to all County employees (excluding the Sheriff's department) who operate a vehicle for County business, whether it is their own vehicle, a leased rental vehicle, or a County- assigned vehicle.

Requirements

All County employees who operate a vehicle, whether their own or a County vehicle, must obtain and maintain a valid Michigan Driver's License as well as any special endorsement required for their individual operation of specialized vehicles (trucks, hazardous chemicals, passengers, etc.). Employees using County vehicles must produce, upon request by Human Resources, a valid Michigan Driver's License for inspection. County employees must obey ALL traffic regulations and laws. All policies, procedures, rules and regulations of Alpena County shall apply when operating a vehicle for business use. Unless otherwise determined by law, the driver is personally liable for any traffic or parking violations received while driving their own or a County vehicle. Failure to comply with this policy shall be considered a major violation and will be grounds for restriction of driving privileges with or without a County vehicle and disciplinary action up to and including termination.

Responsibilities When Driving on the Job

1. General Operation of a Vehicle

County employees are expected to exercise courteous driving behavior as representatives of the County. Complaints of discourteous driving will be investigated by the Department Head or the Human Resources Department and those found to have violated the law and/or any County policy may be subject to discipline up to and including termination.

2. Parking

All vehicles will be parked legally and in a safe and secure parking area. Irregular parking may be expected in emergency situations, however, on routine business, employees are expected to park vehicles in “legal” parking areas only. Vehicles shall be locked at all times while parked.

3. Alcohol and Drugs

Employees will not operate a vehicle for business use when they have consumed alcohol, drugs, narcotics or any other substance. Employees will not transport or possess alcohol or contraband in an assigned vehicle unless it is a specific part of the job. An employee must report to their Department Head and/or Director of Human Resources that they have been prescribed and are taking a medication that may impair their ability to operate a vehicle. An employee may be sent for an independent medical evaluation to determine if, while taking this medication, they are unable to drive on the job. All County employees are required to report any Driving While Impaired (DWI) arrest, or any other drug or alcohol arrest related to driving, whether on or off duty, to their supervisor. The employee’s driving privileges will be suspended pending final disposition by the courts. Failure to report the arrest shall be grounds for disciplinary actions up to and including termination.

4. Seat Belts

Any person, whether staff or citizen, driving or riding in a County vehicle, or conducting County business using their own personal vehicle or rental vehicle, shall wear a seat belt whenever the vehicle is in motion.

5. Passengers

Only passengers on official County business are allowed in County vehicles.

6. Traffic Convictions and Accidents

Staff shall immediately report all traffic violations/convictions to their Department Head and Human Resources. Excessive violations or a major violation that result in staff’s inability to perform the essential functions of their job may result in disciplinary action up to and including termination.

Staff involved in an accident while driving a County vehicle, or conducting County business using their own personal vehicle, shall notify their Department Head and County Administrator as soon as possible. Alpena County will investigate all accidents involving damage to County property, private property, and/or injuries. Human Resources will be notified immediately in cases of injury to an employee or third party. Staff involved in an accident while driving a County vehicle, or conducting County business using their own personal vehicle, may be sent for a medical evaluation.

The circumstances noted below will be cause for individuals being considered disqualified for driving privileges when they are driving a County issued vehicle and/or when they are traveling in their own vehicle on County business:

- Conviction of a driving-related felony.

- Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Secretary of State.
- An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the individual has been fined, sued, and received an adverse judgment, the individual's insurance company settled for damages to other party, or the individual settled out of court or otherwise was determined to be liable).
- Accumulation of more than eight (8) points on the driving record within the last three (3) years.
- Conviction of any alcohol/drug related offense in the last three (3) years or two or more alcohol/drug-related convictions within any time period.
- Conviction of driving while license was suspended or revoked for moving violations within the last three (3) years will result in loss of driving privileges.
- In the event that an employee accumulates six (6) points or has more than two (2) events where points are added to their record within one (1) year, the employee may be required to take a driving class.

7. Automobile Insurance

Employees driving a non-county vehicle for County business must maintain and provide proof of insurance for that vehicle upon request.

8. Assignment of a County Vehicle

County vehicles may be assigned to specific County personnel or assigned for occasional use to support overall County operations. Such assignments may include, but are not limited to, administrative staff and other staff likely to make an emergency response. All County vehicles shall be properly operated, utilized and maintained by the assignees.

Employees will be assigned County vehicles to ensure their availability to the County and to allow the constant monitoring of County operations and providing of County services. Assigned vehicles shall be made available to other County functions when deemed necessary by the employee's immediate supervisor. When the assigned staff is on vacation, absent, or on light duty, their vehicle may be reassigned.

Employees that are assigned a County vehicle are expected to utilize their assigned vehicle, prior to using their personal vehicle, while traveling for County business, unless pre-approved by their Department Head.

Assignment of a County owned vehicle is not guaranteed and may change based on the needs of the department or the County. The County reserves the right to suspend the privilege of an assigned vehicle for any reason.

9. Over-Night/Take Home Privileges and Off Duty Use

On a case-by-case basis, a Department Head may authorize temporary overnight take-home privileges for employees. In those instances, the employee must have been attending an authorized meeting as an official representative and it is not in the best interest of cost and safety to return the vehicle to its

normal location. In such instances, the Department Head must document for file the temporary overnight privilege to indicate the justification for the action.

Staff may be permitted to use their vehicle while off duty, but only when their Department Head and County Administrator determine that operations are enhanced by doing so. The purpose of use must be documented by the Department Head and filed.

10. Maintenance of a County Assigned Vehicle

It is the responsibility of the assigned employees to arrange for and ensure the completion of, regular maintenance (oil, grease, lube, etc.), and repair work. Employees will be reimbursed for any out-of-pocket expenses incurred for these services.

The assigned employee shall be responsible for the appearance and cleanliness of their assigned vehicle. This includes but is not limited to the inspection of fluids, proper tire inflation, body damage or defects, and audible indications of mechanical defect.

Employees shall refrain from altering the body, general design, appearance, markings, mechanical or electrical system of the assigned vehicle including bumper stickers unless approved by their Department Head.

Employees using vehicles shall ensure the vehicle is adequately fueled (at least 1/2 tank). Employees shall report any vehicle malfunctions to their supervisor for corrective action.

Alpena County will not be responsible for any personal equipment placed in County vehicles.

11. No Right to Privacy

County vehicles are the property of Alpena County and as such, are subject to inspection, audit, and search by County officials. This includes the right to place tracking devices on County vehicles and monitor their whereabouts without notice to employees. The County Administrator shall designate persons authorized to conduct inspections, audits, searches, and monitoring.

12. Report to Board of Commissioners

A report will be delivered to the Board of Commissioners, upon request, which lists the following: department; employee name and residence; type of vehicle; and reason for authorization to take the vehicle home at night.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Alpena County I.T. Department
Interim I.T. Director: Logan Kemp
720 W. Chisholm St
Alpena, MI 49707
989-354-9585



DATE: May 22, 2024
TO: Personnel Committee
FROM: Logan Kemp, Interim I.T. Director
SUBJECT: IT Restructure

With the IT department’s administrative transition and the abrupt increase in workload the IT department is requesting Logan Kemp be promoted to IT Director, a training wage increase, and for our vacant position to be filled.

IT Position Restructuring & Pay Scales

I am requesting that I be promoted to IT Director at a base salary of \$73,217.58 with the following pay scale.

Base	Step 1	Step 2	Step 3	Step 4	Step 5
\$73,217.58	\$74,711.82	\$76,236.55	\$77,792.40	\$79,380.00	\$81,000.00

I have been with the County for 5 years and have a fantastic working relationship and understanding of County and City departments and overall organizational needs.

I look forward to hitting the ground running and doing my part to better the County overall.

I am also requesting Kyle Peck be promoted to the Assistant IT Director/Network & Systems Administrator role January 1st, 2025, with a base rate of \$27.29/h.

A title and job description change will be requested at a later date.

Training Wage

Due to the increased workload and abrupt transitional period, the IT department is requesting the following training wages effective **June 1st, 2024, through January 1st, 2025:**

- Kyle Peck, the County Network Technician, shall receive an hourly training rate of \$5.06/h in addition to their base wage of \$25.07 bringing them to an additive total of \$30.13/h.

- Logan Kemp, the Interim IT Director, shall receive an annual training salary of \$77,792.40.

IT Vacancy

The IT Department is requesting approval to fill our vacant position as soon as possible to begin training and return to a normalized workload.

This position is necessary to maintain the complex computer systems of the County and City of Alpena.

We are requesting the ability to hire at a maximum rate of \$25.07/h or roughly \$56,763.20/year, but we have a target hourly rate of \$21.24/h or roughly \$44,179.20.

This position's job title and description will be updated at a later date from "Network Technician" to "Help Desk Technician".

Cost Savings

With these changes in roles and pay scales the IT departments payroll expenditures will decrease by a maximum of \$23,367.82 and a minimum of \$15,401.42. See attached summary for more detail.