

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, December 2, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, December 2, 2025, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Todd Britton  
John Kozlowski

OTHERS PRESENT: Cindy Cebula, County Treasurer  
Jennifer Mathis, Deputy County Administrator/HR  
Amanda Birch

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. Moved by Commissioner Kozlowski and supported by Commissioner Britton to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT

None.

EMERGENCY MANAGER JOB DESCRIPTION

Deputy County Administrator Jennifer Mathis presented an amended Emergency Manager job description. The previous job description included the dual county manager with Presque Isle County. Any mention of Presque Isle County was removed.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to approve the amended Emergency Manager job description as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the amended job description for the Emergency Manager as presented.**

EMPLOYEE SEPARATIONS

Deputy Administrator Mathis reported the following employee separations:

1. Clerk's Office
2. Animal Control

CLOSED SESSION

The committee went into closed session for a personnel matter at 12:06 p.m. and opened session at 12:32 p.m. Roll call was taken. All members present.

## INTERVIEWS FOR VARIOUS BOARDS AND COMMISSIONS

Amanda Birch was interviewed for the Opioid Remediation Fund Steering Committee. Allen Smith was not present for his interview and discussion was made for Amanda to become a member of the Planning Commission as well as the Opioid Committee.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to approve the list of candidates for the respective boards and commissions they've applied for as presented. Motion carried.

### **ACTION ITEM #2: The Committee recommends approval to appoint/reappoint the following individuals to the respective boards and commissions:**

- **Jennifer Graham** – Library Board – Term (01/01/26 – 12/31/30)
- **Barbara Cornell** – Dept of Health & Human Services – Term (01/01/26 – 12/31/28)
- **Kevin Osbourne** – Planning Commission (Transportation, Public Works and Safety) – Term (01/01/26 – 12/31/28)
- **Chuck LeFebvre** – Planning Commission (Agriculture, Forestry, and Land Use) – Term (01/01/26 – 12/31/28)
- **Amanda Birch** – Planning Commission (Community and Economic Development) – Term (01/01/26 – 12/31/28)
- **Amanda Birch** – Opioid Remediation Fund Steering Committee – Term (01/01/26 – 12/31/26)
- **Charles Hein** – Road Commission – Term (01/01/26 – 12/31/31)
- **Cameron Augustyn** – Road Commission – Term (01/01/26 – 12/31/31)

## ADJOURNMENT

Moved by Commissioner Kozlowski and supported by Commissioner Britton to adjourn the meeting. Motion carried. The meeting adjourned at 12:51 p.m.

---

Brenda Fournier, Chair

kvm