

PERSONNEL COMMITTEE

Thursday, January 14, 2021

Howard Male Conference Room

The Personnel Committee met on January 14, 2021 at 9:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair  
Bob Adrian  
Dave Karschnick  
Kevin Osbourne, Guest

OTHERS PRESENT: Ted Somers, Equalization Director  
Sheriff Steve Kieliszewski  
Undersheriff Erik Smith  
Michelle Reid, Animal Control Officer/Deputy  
Kat Tomaszewski, Administrative Assistant Sheriff's Office  
Scott Gagnon, Jail Administrator  
Cynthia Muszynski, Prosecuting Attorney  
Bonnie Friedrichs, County Clerk  
Tammy Sumerix-Bates, Executive Manager  
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Ted Somers, Equalization Director, met with the Committee regarding the impending retirement of his department's Description Clerk. Her last day in the office will be February 26, 2021. He requests to post the job, advertise, if necessary, and fill the position.

Moved by Commissioner Karschnick and supported by Commissioner Adrian to approve the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends approval to post the Legal Secretary position in the Equalization Department, advertise, if necessary, and fill the vacancy.

INFORMATION ITEM: Michelle Reid presented a request to the Committee that she previously presented to the Budget Committee. She is requesting a part-time office manager for the animal shelter, approximately 10 hours per week at \$15.00 per hour. There is \$34,560 available in the Ordinance Enforcement line item. The question was raised if Soil Erosion Officer is paid from this same line item. Bonnie will verify how much is available in this line item considering the extra pay period this year.

Moved by Commissioner Thomson and supported by Commissioner Adrian to table this item until the next Personnel Committee meeting

to allow time to gather additional information. Motion carried.

INFORMATION ITEM: Undersheriff Erik Smith informed the board of the resignation of a deputy, effective February 1. This position is budgeted through 2021. He is seeking permission to fill the position.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends we approve the Undersheriff's request to hire a deputy to fill the vacant deputy position.

INFORMATION ITEM: Scott Gagnon met with the Committee to discuss staffing plans for the new jail. In addition to staffing at the current jail, arrangements need to be made for employees to train at the new jail. Moved by Commissioner Adrian and supported by Commissioner Karschnick to recommend to the Finance Committee that two Corrections Officers be hired. Motion carried.

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, presented Youth and Recreation and Older Persons Committee appointments for approval.

Moved by Commissioner Karschnick with support by Commissioner Adrian to approve the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends we approve the appointments to the Older Persons Committee and the Youth and Recreation Committee for 2021-22 as follows:

Older Persons Committee:

District #1: Jeff Kowalski  
District #2: Craig Zelazny  
District #3: Tim Taber  
District #4: Lee Britton  
District #5: Elaine Sommerfeld  
District #6: Lenore Kasubowski  
District #7: Herb Gamage  
District #8: Doris Feys

Youth & Recreation Committee:

District #1: Linda Canfield  
District #2: Stephanie Gosselin  
District #3: Dennis Werblow  
District #4: Tony Suszek  
District #5: Tom Heise  
District #6: Tom Spaulding  
District #7: LeAnn Schultz

District #8: Lisa Siegert

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, advised the board that Alpena County Soil Erosion Officer and Home Improvement Inspector, Don Gilmet, has resigned from both positions in order to avoid any appearance of conflict of interest as he has been elected County Commissioner for District #1. The respective contracts will be forwarded for attorney review ahead of the full-board meeting. The funds are already budgeted and this will not represent any change in cost to the County. These positions require specialized licensing. Mike Kieliszewski has submitted his Soil Erosion license and he is a building contractor, which is necessary for the Home Improvement Inspector position.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve the Action Item below with attorney review of contracts. Motion carried.

ACTION ITEM #4: The Committee recommends we approve hiring Mike Kieliszewski as the Soil Erosion Officer and Home Improvement Inspector effective immediately and approve the contracts after attorney review.

INFORMATION ITEM: In follow up to discussion at Personnel Committee meeting held January 7, the Assistant Maintenance Superintendent's medical leave goes back to May 1 and Tim Ludlow has covered approximately 900 hours. The wages for this position were budgeted and the employee is on short-term medical leave so the stipend will come from the wages budget.

Moved by Commissioner Thomson with support by Commissioner Adrian to approve the Action Item below. Motion carried.

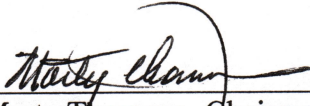
ACTION ITEM #5: The Committee recommends we approve additional compensation for Tim Ludlow filling in for the Assistant Maintenance Superintendent at an approximate cost of \$980.00 as per the Letter of Understanding with TPOAM.

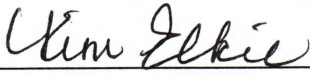
INFORMATION ITEM: Emergency Services Coordinator Mark Hall submitted a request for Roy Wekwert to be paid \$1.00 per hour stipend for covering as 911 Director/Emergency Services Coordinator while Mark was out of the office ill (board action 122220.40). It was noted that Roy oversaw installation of the new 800 MHz radio console during this time period. Roy has been paid the stipend for 80 hours, per Bonnie Friedrichs. Moved by Commissioner Adrian with support by Commissioner Karschnick to table the issue until more information can be obtained and reported to Personnel Committee next month. Motion carried.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented a request in writing regarding 24 hours of PTO/hazard pay and salary positions. See attachment. Moved by Commissioner Adrian with support by Commissioner Karschnick to send to Finance Committee. Motion carried.

INFORMATION ITEM: Prosecuting Attorney, Cynthia Muszynski, spoke with the Committee regarding the Extended Family Medical Leave Act (EFMLA) as it affects one of her employees.

Motion to adjourn by Commissioner Thomson with support by Commissioner Adrian. Motion carried. The meeting adjourned at 11:18 a.m.

  
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Marty Thomson, Chairman

  
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Kim Elkie, Administrative Assistant