

PERSONNEL COMMITTEE

February 17, 2021 – 1:00 p.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair  
Dave Karschnick  
Kevin Osbourne

OTHERS PRESENT: Tammy Sumerix-Bates, Executive Manager  
Bonnie Friedrichs, County Clerk  
Cynthia Muszynski, Prosecuting Attorney  
Deputy Michelle Reid, Animal Control Officer  
Sheriff Steve Kieliszewski  
Undersheriff Erik Smith  
Sgt. Scott Gagnon, Outgoing Jail Administrator  
Kat Tomaszewski, Administrative Assistant to the Sheriff  
Christina Bednarski, Incoming Jail Administrator  
Mark Hall, Emergency Services Coordinator  
Dan Perge, County Department of Veterans Affairs Director  
Wes Wilder, Maintenance Superintendent and Fairgrounds Caretaker  
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, presented request to fill an office clerical staff vacancy. This is a budgeted position.

Moved by Commissioner Osbourne and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #1: Recommendation to post, advertise and fill the clerical vacancy in the Prosecutor's Office immediately. Funding for this position is in the budget.**

INFORMATION ITEM: Deputy Michelle Reid, Animal Control Officer, presented request to the Committee for an additional part-time position at the animal shelter who would also assist with administrative duties. Moved by Commissioner Karschnick and supported by Commissioner Osbourne to recommend this matter to the March Finance Committee meeting for funding review. Motion carried.

INFORMATION ITEM: Sheriff Kieliszewski presented a request for a step increase for Kat Tomaszewski due 2/26/21.

Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the Step Increase for Kat Tomaszewski from

Step 2 to Step 3 effective 2/26/21. Motion carried.

INFORMATION ITEM: Sheriff Steve Kieliszewski informed the Committee Sgt. Scott Gagnon, Jail Administrator, is leaving the County's employ. The Sheriff is seeking approval to fill the jail administrator position. Interviews have been held and Deputy Christina Bednarski has been selected. This is a budgeted position.

Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the Action Item below. Motion carried.

**ACTION ITEM #2: Recommendation to fill the Jail Administrator vacancy immediately. Funding for this position is in the budget.**

INFORMATION ITEM: Sheriff Steve Kieliszewski informed the Committee Jim Marquardt has retired, creating a court bailiff vacancy. Jim has served Alpena County in a number of roles for 51 years. This is a budgeted position.

Moved by Commissioner Karschnick and supported by Commissioner Osbourne to recommend the Action Item below. Motion carried.

**ACTION ITEM #3: Recommendation to fill the Bailiff vacancy immediately. Funding for this position is in the budget.**

INFORMATION ITEM: Sheriff Steve Kieliszewski advised the Committee of a deputy position vacancy due to the promotion of Deputy Bednarski to the Jail Administrator position. This is a budgeted position.

Moved by Commissioner Osbourne and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #4: Recommendation to fill the Deputy position immediately. Funding for this position is in the budget.**

INFORMATION ITEM: Sheriff Kieliszewski informed the Committee of the need for a receptionist at the new jail. This position is not in the current budget. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend this matter to the Full Board for funding review. Motion carried.

**NOT ON THE CONSENT CALENDAR: ACTION ITEM #5: The Committee recommends we authorize hiring of a receptionist for the jail with funding to be taken out of the Sheriff's budget and adjusted later, if necessary**

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented to the committee a request regarding \$288.00 additional pay for Roy Wekwert while Mark was ill at the time when a major radio project was being installed. Clerk Friedrichs informed the Committee that \$80.00 has already been paid.

Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the Action Item below. Motion carried.

**ACTION ITEM #6: The Committee recommends to pay Roy Wekwert an additional \$208.00 for covering as 911 Director during Mark Hall's absence, as presented.**

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented request to the Committee for some clerical assistance a few hours each week, as he is very busy with COVID-related duties.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #7: The Committee recommends to approve clerical assistance for the 911 Director/Emergency Services Coordinator if funds become available.**

INFORMATION ITEM: Dan Perge, County Department of Veterans Affairs Director, presented a request to adjust their office hours to be consistent with the VA Clinic. The clinic now closes at 4:30 p.m. The office hours would become 8 a.m. – 4:30 p.m. consistent with the VA clinic and also County building open hours.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend changing the Veterans Affairs Office hours to 8:00 a.m. to 4:30 p.m. effective March 1, 2021. Motion carried.

**ACTION ITEM #8: The Committee recommends that the Veterans' Office be open 8:00 a.m. to 4:30 p.m. consistent with the VA Clinic and all County facilities.**

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent and Fairgrounds Caretaker, notified the board of his resignation as Fairgrounds Caretaker effective May 30, 2021. We will work on job descriptions and an advertisement.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, notified the Committee of request received from two employees to purchase MERS service credit time.

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

**ACTION ITEM #9: The Committee recommends to approve the purchase of MERS service credit time by Cash Kroll and Lisa Wisniewski, as presented.**

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented request to the Committee to consider paying hazard/exposure pay to those employees working through the initial pandemic period. She requested that her letter be attached to the meeting minutes (attachment #1). Board Action 102720.04 (attachment #2)

Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #10: The Committee recommends to reaffirm Board Action #102720.04 and to not pay any additional hazard pay.**

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, addressed the Committee regarding salaried employees pay for 2021 as there are 27 pay periods rather than 26. She requests her letter to be attached to the meeting minutes (attachment #3). No action taken.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented a request to hire a part-time clerical employee (deputy) for her office, 16-19 hours per week. She has funding available to cover this out of the Concealed Weapons Budget.

Moved by Commissioner Karschnick and supported by Commissioner Osbourne to recommend the Action Item below. Motion carried.


**NOT ON CONSENT CALENDAR: ACTION ITEM #11: The Committee recommends to approve the Clerk's office to add a part-time Deputy Clerk position up to 19 hours per week at the union rate of pay with no benefits and to amend the budget accordingly by moving funds from the Concealed Weapons Budget into the general fund, as presented.**

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, presented a request for a Step Increase for Lynn Bunting due 2/12/21.

Moved by Commissioner Osbourne and supported by Commissioner Karschnick to approve the Step Increase for Lynn Bunting from Step 1 to Step 2 effective 2/12/21. Motion carried.

INFORMATION ITEM: The Home Improvement Director will be evaluated in June 2021.

The meeting adjourned at 3:42 p.m.



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Marty Thomson, Chair



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Kim Elkie, Administrative Assistant