

PERSONNEL COMMITTEE  
**DRAFT - MEETING MINUTES**  
Tuesday, August 6, 2024  
Howard Male Conference Room

The Personnel Committee met on Tuesday, August 6, 2024, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Bill Peterson  
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator  
Jennifer Mathis, Human Resource Specialist  
Keri Bertrand, County Clerk  
Kim MacArthur, Board Assistant  
Sheriff Erik Smith  
Deputy Mike Lash

CALL TO ORDER

Chair Fournier called the meeting to order at 12:00 p.m.

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

ROLL CALL

All Committee members present.

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT

Eric Cornish of Alpena reported there are legal limitations on the handling of books. The attorney for the Michigan Library Association attended a meeting by Zoom and commented on the legal frameworks that they must go through. He feels we should keep in mind that the library board is trying to do the right thing and follow the law.

INFORMATION ITEM: County Administrator Jesse Osmer reported he was looking into a possible third-party to help assist with some of the custodial work due to the Maintenance Department losing an employee. This would allow them to focus more on mechanical grounds and maintenance items. Since that time Administrator Osmer did a reassignment of job duties that will be in effect throughout the month of August. He will review the reassignment during the first week of September and at that time will revisit whether a third-party cleaning vendor would be needed.

INFORMATION ITEM: Administrator Osmer reported he would like to hold off on Advertising for Vacancies on the Veterans' Affairs Board. After going through the process, it would be time to announce the vacancies on the rest of the boards. Advertising for vacancies on all boards will go out in September.

INFORMATION ITEM: Administrator Osmer updated the Committee on discussion of two employees from Grounds and Maintenance retiring in the near future and also the possibility of another one transferring from Grounds and Maintenance to different department. If Grounds and Maintenance loses more than one employee a position would most likely need to be filled.

Chair Fournier discussed a hiring freeze. Commissioner Kozlowski reported today is election day with the millage and the County will have a better idea after today's voting which direction the County will be heading with finances.

Motion made by Chair Fournier to recommend a hiring freeze for Alpena County until further notice.

Sheriff Erik Smith reported his office has a vacancy for a full time Corrections Officer and a vacancy for a Deputy for Road Patrol. He will not be looking to fill the vacancy for the Deputy at this time, but the Corrections Officer is needed as they must have a minimum of staff.

Chair Fournier amended her motion with support by Commissioner Kozlowski to recommend a hiring freeze with the exception of those jobs mandated by law or statute. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of a hiring freeze for all staff and positions until further notice with the exception of those positions mandated by law or statute as presented.**

INFORMATION ITEM: Administrator Osmer presented discussion on the Drug Policy. There is no policy in place that is consistent with all departments specifically for the use of marijuana. The Sheriff's Office and 911 Emergency Management must fulfill their own requirements. As for the remaining departments, it was left up to the Department Heads. Deputy Lash updated the Committee on how the testing for marijuana works. New hire testing is covered by the Sheriff's Office but if the County would like to do random testing there would need to be discussion on who would cover the cost of the tests. Administrator Osmer reported the City and Township currently have zero tolerance but understands one may be revisiting the policy in the near future. Administrator Osmer recommends leaving the policy as is for the time being which gives flexibility to test if there is reason to believe a test is necessary and the fluidity to determine which department if the drug is used would lead to termination.

INFORMATION ITEM: HR Specialist Jennifer Mathis reported the following employment separations:

- The Deputy in Emergency Management resigned with his last day being last week.
- One Corrections Officer resigned last week at the Sheriff's Office.

- Notification was received today that the Home Improvement Assistant has put in their resignation.

**\*Next Meeting: Tuesday, September 3, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Peterson.  
Meeting adjourned at 12:21 p.m.

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Brenda Fournier, Chair

kvm