

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Monday, March 14, 2022
Howard Male Conference Room

The Personnel Committee met on Monday, March 14, 2022 at 11:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
John Kozlowski
Kevin Osbourne, guest

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Lynn Bunting, Board Assistant
Bonnie Friedrichs, County Clerk
Dan Perge, Veterans Counselor
Keri Bertrand, Deputy Clerk/County Clerk, interim
Kim Elkie, Central Dispatch Director

Chair Marty Thomson called the meeting to order at 11:00 a.m.

INFORMATION ITEM: County Clerk Friedrichs reported the current ATM Time Sheet Attendance Software will expire 12.31.22 and the system will no longer be supported. Clerk Friedrichs presented a new software version of Attendance on Demand, and the current company (ATM) is offering with enhanced features with a one-time \$650 implementation fee and will need to sign up before April 1, 2022. Discussion on Circuit Court, 911 and Veteran's reimbursements in costs for their employees and if do this will charge Circuit Court and 911 for their employees using this system. Bonnie informed the committee that the current annual cost for the system is \$2,625 per year for annual software support. Keri reported DH could send a text message through system. If stay with current system ATM will migrate payroll rules and set up and have history to the new system. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below Action Item. Motion carried.

ACTION ITEM #1: The Committee recommends to approve the move to The new time attendance system (Attendance on Demand) for a one year Contract and seek reimbursement from Circuit Court, 911 Office, and Veterans Office for their share of the cost.

INFORMATION ITEM: Clerk Friedrichs reported that she spoke with the MERS representative stating that she was given more information and service credit will be receiving for the MERS individuals during the time for employees less than 12 months for lost time on the Defined Benefit. Bonnie reported Letters of Understandings need to be updated and passed out information and highlighted changes that needed to be made. Administrator Hannah reported she will update to a Letter of Understanding for each union as of March 1, 2022 and speak with each union representative.

INFORMATION ITEM: Clerk Friedrichs presented the request for clarification of the new Maintenance Assistant Superintendent approved under the Union position. Administrator Hannah

reported new employee is starting at a higher level due to an electrician license and she reported the Department Head has the authority and interviews were conducted and will review the union contracts and if need to do anything will follow up with the union steward and has informed Personnel Chair Thomson.

Administrator Hannah reported that the HR position will define and clean up HR policies, etc. Discussion on policies and union contracts. Administrator Hannah reported the need to start at a level with higher wage to gain experience for new hire and to obtain candidate.

Chair Thomson reported resolutions and position that Administrator Hannah has filled and will meet with Bonnie and Mary Catherine on what else needs to be done and present to the board.

INFORMATION ITEM: County Administrator Hannah presented the policy decision for the 911/Emergency Manager (EM) position reporting on the previous 4 options and discussed at the Courts & Public Safety Committee meeting recommending to go with option 2. Administrator Hannah reported outgoing EM director recommended to split positions and she spoke with Lt. Castro, statewide coordinator, and he recommended a full-time position. Administrator Hannah reported that they are working on a joint or regional EM with Montmorency as their EM is resigning and to have a regional joint EM office. Administrator Hannah passed out an updated copy of the updated Option #2 with salary and department costs, mileage and vehicle at \$109,000 total program cost. She noted that there is some reimbursement from the state at 34%. Commissioner Karschnick reported that he spoke with previous EM Coordinator Mike Szor reporting that he recommended a part-time position, and who EM answer to with Montmorency County and Commissioner Karschnick does not support #2, nor the funds.

Commissioner Osbourne informed the committee that the Facilities, Capital & Strategic Planning Committee recommended at their last committee meeting to recommend a full-time salary exempt position under the supervision of the County Administrator with option to work with Montmorency County.

Discussion on EM position being part-time or full-time and other counties EM positions, Kim Elkie, Central Dispatch Director, gave input on assisting Mark Hall and \$10,000 put in budget for overtime for EM which has not been used. Discussion on part-time position if not working with Montmorency County.

Chair Thomson presented options for recommendation and needs for an Emergency Manager. Committee discussed and recommendation. Moved by Commissioner Karschnick and supported by Commissioner Thomson to approve the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends to approve to appoint Kim Elkie as Acting Emergency Manager effective April 1, 2022, with wages (salaried extra \$115 per week during time as working as interim).

PROPOSAL TO NEXT STEP: Administrator Hannah reported she will send to Montmorency County to see response and will do research on option 3 for wages if clerical Administration

Assistant 911/EM Director and contact Lt. DeCastro.

Chair Thomson recommended to discuss at next Courts & Public Safety Committee meeting on different scenarios on position.

INFORMATION ITEM: Administrator Hannah gave an update on the Human Resources (HR) position review reporting the posting closes tomorrow for HR and Board Assistant positions and hoping to set interviews. She asked committee the process for selected candidates, committee discussed, and recommended positions are reporting to the County Administrator. Commissioner Kozlowski requested to receive information on who is being interviewed as well as other committee members and Administrator Hannah reported she will send a pay scale for the HR position out to them.

INFORMATION ITEM: Administrator Hannah presented other administration updates reporting already discussed maintenance positions reporting they had a couple of good candidates and lost due to taking other positions and will need to repost the job openings for maintenance level two position. Administrator Hannah reported she had a meeting with MI Works on some programs they have to offer and will get more information, apprenticeship and state pays apprentice in office and will look into for maintenance department. She noted that another program with youth and the workforce and state helps support the wages, mentor officer works with them and possible summer help for the parks, she will look into. Commissioner Karschnick informed the committee that a MI Works representative will be making a presentation at the April Full Board meeting.

Administrator Hannah informed the committee that she is working with two background companies and will update at the next committee meeting.

INFORMATION ITEM: Commissioner Kozlowski reported the need to look at policies, department head handbooks updates, and correction officer's poor pay/benefits, and how to address these. Chair Thomson reported to discuss further as a committee at next meeting.

Commissioner Osbourne reported on background check services and to change the policy and the contract needs to be updated on department head handbook.

Administrator Hannah reported there are changes that need to be updated and that HR person can address and policy for app for new time attendance, new IT policy, and interim policy on how handling.

INFORMATION ITEM: Kim Elkie, Central Dispatch Director, thanked the committee for the appointment as acting Emergency Manager and shared training information the dispatchers will be doing.

Motion to adjourn by Commissioner Karschnick with support by Commissioner Kozlowski. Motion carried. The meeting adjourned at 1:15 p.m.

Marty Thomson, Chairman

Lynn Bunting, Board Assistant

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