



ALPENA COUNTY SHERIFF'S OFFICE

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DATE: December 14, 2021

TO: County Board of Commissioners

FROM: Deputy Michelle Reid, ACO

REF: Additional staff at the Animal Control Shelter and pay raise for Animal Control Shelter staff

I am requesting permission to increase staffing at the Alpena County Animal Control Shelter (ACS) by adding a part-time employee (Kennel Technician). This would bring staffing levels at the shelter to three part-time employees.

The ACS has found itself without coverage multiple times this year. This has happened due to the following reasons: (1) an employee quit, due to health reasons, leaving only one part-time employee (myself) to cover the shelter until another employee could be hired and trained (2) there have been many times where an employee, who was scheduled to work, can't because of illness or family emergency and the other employee is unavailable to cover.

The above issues have led to part-time employees working more than part-time hours. This has also resulted in me taking time away from my duties and responsibilities as the only Animal Control Officer for the county to cover all the Animal Control Shelter tasks and responsibilities. The number of animal intakes at the ACS have increased yearly with this year being projected as our busiest to date. This year the ACS has continuously been over capacity with animal intakes, most likely due to the ramifications of Covid, which has also resulted in part-time staff working more than part-time hours for an extended period of time in order to provide the necessary standard of care for shelter guests.

Currently, with only two part-time employees to cover the ACS and only a single Animal Control Officer for the entire county there is absolutely no room for flexibility in staff schedule and no ability to adequately staff the ACS during unexpected events.

The only resolution to this issue is an increase in staffing levels from two part-time shelter employees to three part-time shelter employees, as justified above.

I am also requesting that all part-time shelter employees' hourly pay be increased to \$16.00 per hour.

This wage request is comparable to the lowest paid county employees. Part-time shelter employees do not receive benefits. Shelter employee responsibilities are very physically demanding and mentally taxing. The ACS continues to grow in animal intake numbers and state requirements and responsibilities. Due to the nature and types of responsibilities required of employees working in a control shelter, it is vital to maintain and retain 'quality' individuals. With the addition of another part-time employee coupled with an increase in hourly pay, I believe we can accomplish that and continue to do so for, at least, the immediate near future.

The increase in hourly pay could be paid for with funds generated through fees associated with the sale of county dog licenses. In 2020, the sale of dog licenses generated an income for the county in the amount of \$41,278.50. The number of dog licenses sold has increased yearly (596 sold in 2016 – 2370 sold in 2020). With continued, strict enforcement and with the implementation of additional methods to make dog license sales more convenient for dog owners in the community, the number of dog licenses sold will continue its upward trend for years to come.

In summary, with an increase in Alpena County Animal Control Shelter staffing levels by one part-time employee and an increase in hourly pay to \$16.00 per hour for all part-time shelter employees we can provide an adequate number of staff to operate the shelter should unforeseen events occur again in the future. It would also allow for the retention of quality employees to ensure the ACS is run in accordance to meet state shelter standards and requirements.

My above requests were approved by the Personnel Committee on November 23, 2021.

Respectfully,



Dep. Michelle Reid, ACO