

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, September 3, 2024  
Howard Male Conference Room

The Personnel Committee met on Tuesday, September 3, 2024, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Bill Peterson  
John Kozlowski

OTHERS PRESENT: Jennifer Mathis, Human Resource Specialist  
Keri Bertrand, County Clerk  
Kim MacArthur, Board Assistant  
Cynthia Muszynski, Prosecuting Attorney

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

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

None.

INFORMATION ITEM: Alpena County Prosecutor Cynthia Muszynski requested approval to fill an upcoming vacancy for the Assistant Prosecutor. The current Assistant Prosecutor is ending her employment on October 1, 2024.

Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval for the Prosecutor's Office to fill the Assistant Prosecutor position as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval for the Prosecutor's Office to fill the Assistant Prosecutor position as presented.**

INFORMATION ITEM: Prosecutor Muszynski requested authorization to contract with the current Assistant Prosecutor after her termination date of October 1, 2024, until that position can be filled by a full-time employee. Compensation would be on a bi-weekly basis of \$2,500.00 per pay without any benefits. This would end up being a savings of over \$600 per pay to the County.

There is a Prosecutor shortage, and the Assistant Prosecutor is willing to work part-time to help lessen the workload in the rest of the Prosecutor's Office.

Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval to contract with the current Assistant Prosecutor after termination of her employment as presented.

Discussion was made about the number of hours that would be worked. Prosecutor Muszynski will update the contract to include the minimum number of hours of work to be 20.

Commissioner Peterson amended his original motion to approve contracting with the current Assistant Prosecutor after termination to include into the contract the minimum number of hours of work to be 20 with support by Commissioner Kozlowski. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to contract with current Assistant Prosecutor Elizabeth Reed after termination of her employment effective October 1, 2024, with a minimum of 20 hours worked per week at a bi-weekly rate of \$2,500.00 per pay without any benefits and authorize the Board Chairman to sign all pertaining documents as presented.**

INFORMATION ITEM: HR Specialist Jennifer Mathis reported the Michigan Supreme Court reinstated Michigan's original voter initiated Earned Sick Time Act. The changes will be effective February 21, 2025, and the most notable change is that the County will have to provide 72 hours of paid sick time per year for employees. Currently, the County has PTO hours but no designated sick time hours. Jennifer will gather more information and bring back to the next meeting for further discussion.

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

- One part-time Corrections Officer resigned to go back to school.
- An employee in the Prosecutor's Office resigned. The position was grant funded and was ending.

**\*Next Meeting: Tuesday, October 1, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Peterson and supported by Commissioner Kozlowski. Meeting adjourned at 12:43 p.m.

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Brenda Fournier, Chair

kvm