

DRAFT PERSONNEL COMMITTEE MEETING MINUTES

December 14, 2021 – 9:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
David Karschnick

OTHERS PRESENT: Marty Catherine Hannah, County Administrator
Kari Bertrand, Deputy County Clerk
Kim Elkie, Board Assistant
Liz Skiba, District Court Administrator
Joe Garber
Ron Meneghel
Burt Francisco
James Potrykus
Danny Mitchell
Jeff Kowalski
Pam Kirchoff
Cary Keller
Kurt Pratel
Bonnie Krajniak
Eric Lawson
Judy Jones

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request for a Step Increase for Kim Nowak.

Moved by Commissioner Karschnick with support by Commissioner Thomson to approve Kim Nowak receiving a Step Increase to Step 1 effective December 21, 2021, as presented. Motion carried.

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request to initiate the process of hiring a new employee due to a staff retirement effective February 28, 2022. Liz is requesting to have the new employee overlap two weeks with the retiring employee. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to post, advertise if necessary and fill the civil clerk vacancy in District Court, due to retirement of an employee, as presented.

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request for a salary increase. She previously submitted information from two court administrator wage scale studies, one state-wide and the other compiled by Montmorency County. As the Committee will soon be looking at 2022 wages for elected and non-union employees, this request will be addressed in the near-future.

INFORMATION ITEM: Liz Skiba, District Court Administrator, advised the board she has an employee candidate, originally scheduled to start work tomorrow, whose background check has not yet been completed. Administrator Hannah will follow up with the Special Investigator to inquire when he anticipates the background check to be complete. The candidate has completed her physical and drug screen. Guidelines were provided to Ms. Skiba until security clearance can be provided. The employee will be made aware of the pending nature of the background check. Keri Bertrand, Deputy County Clerk, concurs with the plan.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented job descriptions to the Committee for approval for Central Dispatch Director, Emergency Services Director, and Program Assistant - Home Improvement & Office of the Public Conservator. Moved by Commissioner Karschnick with support by Commissioner Adrian to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the job descriptions for Central Dispatch Director, Emergency Services Director, and Program Assistant - Home Improvement & Office of the Public Conservator, as presented.

INFORMATION ITEM: The Committee interviewed candidates for various boards and commissions.

INFORMATION ITEM: Moved by Commissioner Adrian and supported by Commissioner Karschnick that Ron Meneghel be re-appointed to the Alpena County Library Board for a five-year term to begin 1/1/22 and end 12/31/26. Motion carried.

ACTION ITEM #3: The Committee recommends that Ron Meneghel be re-appointed to the Alpena County Library Board for a five-year term to begin 1/1/22 and end 12/31/26.

INFORMATION ITEM: Moved by Commissioner Karschnick and supported by Commissioner Adrian that James Potrykus be re-appointed to the Alpena County Veterans Affairs Board for a four-year term to begin 1/1/22 and end 12/31/25. Motion carried.

ACTION ITEM #4: The Committee recommends that James Potrykus be re-appointed to the Alpena County Veterans Affairs Board for a four-year term to begin 1/1/22 and end 12/31/25.

INFORMATION ITEM: Moved by Commissioner Adrian and supported by Commissioner Karschnick that Pam Kirchoff, Kurt Pratel and Bonnie Krajniak be re-appointed to the Alpena County Parks & Recreation Commission for three-year terms to begin 1/1/22 and end 12/31/24. Motion carried.

ACTION ITEM #5: The Committee recommends that Pam Kirchoff, Kurt Pratel and Bonnie Krajniak be re-appointed to the Alpena County Parks & Recreation Commission for three-year terms to begin 1/1/22 and end 12/31/24.

INFORMATION ITEM: Moved by Commissioner Karschnick and supported by Commissioner Thomson that Judy Jones and Bob Adrian be re-appointed to the Northeast Michigan Community Mental Health Board for three-year terms to begin 4/1/22 and end 3/31/25. Discussion was held regarding Commissioner Adrian voting on this matter; consensus was to allow him to vote. Motion carried.

ACTION ITEM #6: The Committee recommends that Judy Jones and Bob Adrian be re-appointed to Northeast Michigan Community Mental Health Board for three-year terms to begin 4/1/22 and end 3/31/25.

Moved by Commissioner Thomson and supported by Commissioner Adrian to adjourn. Motion carried. The meeting adjourned at 12:29 p.m.

Marty Thomson, Chair

Kim Elkie, Board Assistant

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