

STATE OF MICHIGAN

88th Judicial District - Alpena County
88th Adult Drug / Alcohol Treatment Court - Alpena / Montmorency County

HON. ALAN M. CURTIS DISTRICT JUDGE

Chrissy L. Delekta
COURT ADMINISTRATOR/MAGISTRATE

Kimberly Nowak
MAGISTRATE/COURT RECORDER

County Office Building
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Sue Latuszek
PROBATION/PRE-SENTENCE

Timothy Marquardt
PROBATION/PRE-SENTENCE

December 01, 2023

Personnel Committee
Alpena County Board of Commissioners

RE: NON-ATTORNEY MAGISTRATE STIPEND

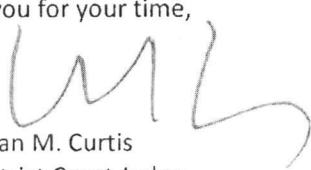
Members:

At a board meeting held on August 23, 2021, a board action (attached) was passed appointing Kimberly Nowak as a Non-Attorney Magistrate and granting her a per week stipend of \$250.00, as well as a weekend on call stipend in the amount of \$125.00. On September 05, 2023, a motion was made to amend said board action to allow the on call stipend to be used towards other individuals who substitute for Kim when she is unavailable (attached). This stipend is only in effect through December 2023.

Per Michigan Court Rule, MCR 6.104 – a Magistrate has to be available 24 hours a day to serve the community. I am requesting the stipend for 2024 be increased. While preparing a proposed budget for 2024, a footnote was added with a requested increase in District Court's 2024 Requested Budget, however it may have been overlooked (also attached).

I have attached a proposed board action with requested increase. Please note, the total stipend for 2024 of \$24,700 remains less than the stipend of the last non-attorney magistrate who left employment in 2021.

Thank you for your time,


Hon. Alan M. Curtis
88th District Court Judge

cld

Cc: Human Resources — emailed 12/01/2023
Attachments

ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #08

TO: County Clerk, County Treasurer, District Court
FROM: Alpena County Board of Commissioners
SUBJECT: Appointment of Kimberly Nowak as Non-Attorney Magistrate for District Court


BOARD ACTION:

Judge Curtis presented the request to appoint Kimberly Nowak as a non-attorney magistrate for District Court and passed out information to the board for review/approval. Judge Curtis reported that she would be paid as a stipend and keep her current position with monies in their budget for 2022 and will budget for 2023. Judge Curtis informed the board that he spoke with Judge Black and he approved and signed off on the order.

Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend approval of appointment of Kimberly Nowak as the magistrate for District Court and to approve the pay scale as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

This action was XX APPROVED DISAPPROVED

BY: Ayes: 8 Nays: 0 Excused: 0 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: 

Alpena County Board Vice-Chairman's Signature: _____

Date of the Board Meeting: August 23, 2022

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Tuesday, September 5, 2023
Howard Male Conference Room

The Personnel Committee met on Tuesday, September 5, 2023 at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Jesse Osmer, Chair
 John Kozlowski
 Burton Francisco
 Bill Peterson

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
 Kim Schultz, Deputy Clerk
 Jennifer Mathis, Human Resource Specialist

CALL TO ORDER

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

ROLL CALL

All members present.

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

APPROVE AGENDA

Chair Osmer presented the agenda for approval. Moved by Commissioner Francisco and supported by Commissioner Kozlowski to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: District Court Administrator Christina Delekta presented a previous Board Action from August 2022 that allows Kim Nowak to earn a stipend for being the on-call magistrate. Christina Delekta would like the on-call stipend to be used towards other people as a substitute for when Kim Nowak is not available. The money is already budgeted. Motion by Commissioner Francisco to amend the Board Action from August 2022. Support by Commissioner Peterson. Motion carried.

INFORMATION ITEM: Commissioner Osmer presented the questions for the County Administrators evaluation. The due date is September 25th. Evaluations can be turned into Commissioner Osmer's mailbox in a sealed envelope. Motion by Commissioner Kozlowski to approve the County Administrators evaluation questions. Support by Commissioner Francisco. Motion carried.

INFORMATION ITEM: Commissioner Osmer asked for information on employee retention. HR Specialist Jennifer Mathis will break down the employee list by department. There are quite a few employees that have been with the County for less than 5 years. Commissioner Osmer would like to know how many open positions and how many new positions we have had over the last few years.

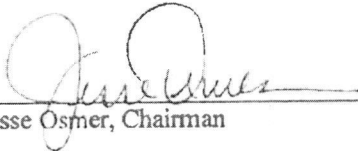
INFORMATION ITEM: County Administrator Hannah had a conversation with the company that does the cost allocation for the County, and they would like HR in the County to have its own budget.

INFORMATION ITEM: Commissioner Osmer would like to know how the Personnel Committee will be involved in the contract negotiations going forward. Commissioner Osmer would like to be included in future contract negotiations.

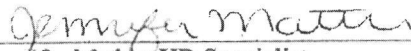
INFORMATION ITEM: HR Specialist Jennifer Mathis will put together different options for non-union employees' salary for 2024.

Next meeting: Tuesday, October 3, 2023 at 12:00 p.m. in the Howard Male Conference Room

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Francisco. Motion carried. The meeting adjourned at 12:38 p.m.



Jesse Osmer, Chairman



Jennifer Mathis, HR Specialist

jmm