

PERSONNEL/AIRPORT COMMITTEE  
MEETING MINUTES  
Tuesday, August 5, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, August 5, 2025, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Todd Britton  
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator  
Keri Bertrand, County Clerk  
Jennifer Mathis, Human Resource Specialist  
Sheriff Erik Smith  
JP Ritter

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. Moved by Commissioner Britton and supported by Commissioner Kozlowski to approve the agenda as presented. Motion carried.

PUBLIC COMMENT

None.

EMERGENCY MANAGER INTERVIEWS

The Personnel Committee conducted an interview with JP Ritter for the Emergency Manager position. Suzanne Lessnau was scheduled to interview on zoom but was not in attendance.

OVERTIME/COMP TIME ACCRUAL FOR NONUNION EMPLOYEES

Discussion was made on moving all non-union County employees to begin acquiring overtime upon exceeding 40 hours per work week, rather than upon exceeding 8 hours per workday.

Moved by Commissioner Britton and supported by Commissioner Kozlowski to recommend approval for non-union employees to acquire overtime and comp time weekly rather than daily as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval that all non-union employees begin acquiring overtime and comp time upon exceeding 40 hours per week, rather than upon exceeding 8 hours per day and to promote this in union**



**contracts moving forward for the sake of a more consistent and uniform approach as presented.**

#### **PAYOUT UPON SEPERATION**

When an employee separates from the County, discussion was made to pay out PTO on their last working day and not allowing for the option to run it out instead. County Clerk Keri Bertrand reported in the past PTO was only paid out 50% so employees would want to run out their old PTO hours before their last day. Now, the County pays out 100% so there is no need to run out PTO the last weeks of employment.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to recommend approval to pay out PTO on the last working day as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of a policy for PTO to be paid out on the last working day given by an employee who is separating from the County with verbiage to be drafted by the County Administrator and Human Resources to be applied to the handbook upon final approval by an attorney as presented.**

#### **NON-DISCLOSURE DOCUMENT**

County Administrator Jesse Osmer reported there have been instances with staff where they are made privy to certain information in which they share openly with other officials and staff in the County. Discussion was made on creating a Confidentiality and Non-Disclosure Agreement. The agreement is intended to ensure the protection of such information and prevent unauthorized disclosure. Commissioner Kozlowski noted a couple of minor corrections.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to approve the Confidentiality and Non-Disclosure Agreement with corrections as presented. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the Confidentiality and Non-Disclosure Agreement as presented.**

#### **ROAD COMMISSION EXPANSION**

Administrator Osmer provided an update on the Road Commission Expansion. There was question as to whether we would be able to place the new Road Commission members prior to January 1<sup>st</sup>. MCL is not extremely clear, and our attorneys recommended, on the side of caution, to not place commissioners until January 1.

#### **MOONLIGHTING POLICY**

Administrator Osmer reported that some County employees carry second jobs. In some circumstances these secondary jobs could become an issue, for example, if the employee is contracting or working for another unit of government within the County of Alpena, there could be conflict. The policy is for hired staff as of now, not elected officials to make the Board and Human Resources aware of any other work that they may take on.



Moved by Commissioner Kozlowski and supported by Commissioner Britton to recommend approval of a Moonlighting Policy as presented. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of a Moonlighting Policy and authorizes that the document for employees to fill out be created by the County Administrator and Human Resources as presented.**

#### OFFICE PET POLICY

Administrator Osmer reported some of the County offices have pets. There have been no issues, and this policy would contain clarification on expectations such as keeping food in tight containers and making sure Maintenance isn't having to worry about working around pet accessories. The Department Head would need to sign off as well as the other employees in that specific office.

Moved by Commissioner Britton and supported by Commissioner Kozlowski to recommend approval of the Office Pet Policy as presented. Motion carried.

**ACTION ITEM #5: The Committee recommends approval of the Office Pet Policy as presented.**

#### PAYROLL ADJUSTMENT FOR FY2026

Administrator Osmer presented FY26 payroll adjustments for elected officials as there is a lack of divide between what they are making and their assistants, as well as two other employees where there is a divide between what they are making and their colleagues in other parts of the state. He is seeking approval to lock these adjustments in for the 2026 budget.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to recommend approval of the FY26 Payroll Adjustments as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #6: The Committee recommends approval of the FY26 Payroll Adjustments as presented.**

#### CLOSED SESSION

The Personnel Committee went into closed session at 12:40 p.m. for discussion on a contract matter and opened session at 12:48 p.m. All committee members present.

#### ADJOURNMENT

Moved by Commissioner Britton and supported by Commissioner Kozlowski to adjourn the meeting. Motion carried. The meeting adjourned at 12:48 p.m.

  
Brenda Fournier, Chair

kvm