

ALPENA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION #22-04  
HUMAN RESOURCES FUNCTIONS

This Resolution is introduced by the Personnel Committee of the Alpena County Board of Commissioners.

WHEREAS, the Office of the Clerk of Alpena County has been handling all Human Resources (HR) matters for all employees of the County, including but not limited to maintaining employment materials, initial paperwork, benefits administration and processing, and payroll, while some matters – like pre-employment background checks, discipline matters and the development and implementation of certain policies and procedures were handled in the Commissioner's Office; and

WHEREAS, the Board of Commissioners' believe that the county and the county employees would benefit from the consolidation of all HR matters in one office and with dedicated staff; and

NOW, THEREFORE, BE IT RESOLVED, that the Alpena County Board of Commissioners are moving all Human Resources matters – excluding payroll and payroll management - to the Office of the Board of Commissioners under the direction of the County Administrator designated as HR Director and authorize the Administrator to post and fill a position of HR Assistant under their direction and supervision to handle all HR matters, including but not limited to hiring processes, background checks, benefits administration, Worker's Compensation administration, disciplinary matters and all general and specific matters related to HR policies and procedures.

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Robert Adrian, Board Chairman

STATE OF MICHIGAN)  
County of Alpena)

I, Bonnie Friedrichs, Clerk of the Circuit Court for the County of Alpena, the same of Court of Record and having a seal do hereby certify that February 22, 2022 session and that it is a true and correct transcript therefrom and of the whole thereof.

IN TESTIMONY THEREOF, I have hereunto set my hand and affixed the seal of said Court, at Alpena this 22nd day of February 2022.

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Bonnie Friedrichs, County Clerk