

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Tuesday, December 6, 2022
Howard Male Conference Room

The Personnel Committee met on Tuesday, December 6, 2022 at 11:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
John Kozlowski

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Keri Bertrand, County Clerk
Cindy Cebula, Chief Deputy Treasurer
Casimir Kroll, Undersheriff
Judge Curtis, District Court Judge
Jennifer Mathis, HR Specialist

Chair Marty Thomson called the meeting to order at 11:31 a.m.

Agenda was to discuss the Sheriff and Undersheriff compensation. Motion by Commissioner Karschnick, supported by Commissioner Kozlowski.

INFORMATION ITEM: Commissioner Thomson asks that we have a closed session after each board interview. There are no Policies and Procedures for Board Interviews and Recommendations. Commissioner Kozlowski does not believe that the board chair alone should have the ultimate decision when appointing committee/commission members. County Administrator Hannah recommends for the future, to adopt or put best practices in place to have rules and policies in place for these types of interviews. County Administrator Hannah suggests a procedure memo to simplify recommendations and votes so there is no confusion later. Rules of Order will be reviewed for adoption by the Commissioner's in January 2023.

INFORMATION ITEM: Alpena County Veterans Board Appointments. The Committee conducted interviews for the Veteran's Affairs Board and would like to appoint Earl Martin, Danielle Hunter, and Jon Beevers.

Motion to appoint Earl Martin, Danielle Hunter, and Jon Beevers by Commissioner Kozlowski. Support by Commissioner Karschnick. Motion carried.

ACTION ITEM #1: The Committee recommends approval to appoint Earl Martin, Danielle Hunter, and Jon Beevers to serve on the Alpena County Veterans Affairs Board for four-year terms beginning 1/1/23 and ending 12/31/26.

INFORMATION ITEM: Northeast Michigan Community Mental Health Board Appointments. The Committee conducted interviews for the Northeast Michigan Mental Health Board and would like to re-appoint Lynette Grzesbowski.

Motion to re-appoint Lynette Grzesbowski to serve on the Northeast Michigan Community Mental Health Board by Commissioner Karschnick. Support by Commissioner Kozlowski. Motion carried.

ACTION ITEM #2: The Committee recommends approval to re-appoint Lynette Grzesbowski to serve on the Northeast Michigan Community Health Board for a three-year term beginning 4/1/23.

INFORMATION ITEM: Library board discussion and recommendation. Commissioner's Karschnick, Kozlowski and Thomson all agree to reappoint Michelle Cornish. The Commissioners agree on Dustin Budd for the second position. Motion by Commissioner Kozlowski. Support by Commissioner Karschnick. Motion carried.

ACTION ITEM #3: The Committee recommends approval to re-appoint Michelle Cornish to serve on the Library Board for a five-year term beginning 1/1/23 and appoint Dustin Budd to serve on the Library Board starting immediately to 12/31/26.

INFORMATION ITEM: Step Increases for Kim Nowak and Tim Marquardt are recommended by Judge Curtis. Both employees are meeting expectations. Motion by Commissioner Kozlowski. Support by Commissioner Thomson. Motion carried.

INFORMATION ITEM: County Administrator Hannah presented a request from the Airport Manager to change the Assistant Airport Manager from part-time to full-time status. County Administrator Hannah also presented a salary increase for the Airport Manager effective for 2023. The presented salary increase is at the 50th percentile which is \$64,530 from www.Salary.com. This would be set at a step 5 on the step increase scale. The cost will be reimbursable through the CARES Act dollars in 2023 and 2024. The County will have additional responsibilities and revenue when we take back the Fuel Farm. Airport Manager Smigelski is due for a performance review soon. County Administrator Hannah says that Airport Manager Smigelski meets his expectations and is more than adequate in his role. County Administrator Hannah says that Airport Manager will also be managing the runway project next year. Commissioners would like more information on where the figure of \$64,530 came from. Commissioners would like salary comparable from rural airports in northern Michigan.

INFORMATION ITEM: COVID FMLA 2023 County Administrator said that the COVID FMLA pay was only approved for 2022 for nonunion/elected officials. The Committee recommends that the Commissioners decline to renew this offer for 2023.

INFORMATION ITEM: Building closure policies. County Administrator Hannah presented an updated Emergency Closure Procedure (attachment #1). Motion by Commissioner Karschnick. Support by Commissioner Thomson. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the updated Building Closure Policy as presented.

INFORMATION ITEM: Non-union and Elected Official pay. County Administrator Hannah presented 3 scenarios for the employee pay increase in 2023. The draft budget contingency funds for 2023 includes funding for the pay increases. Discussion regarding inclusion of Commissioners or any department that had a significant pay increase in 2022. The 5% pay increase for 2023 would

include non-union employees and elected officials except for the Commissioners, IT Department and Prosecutor. Motion by Commissioner Karschnick. Support by Commissioner Kozlowski. Roll call vote was taken: AYES: All Ayes. NAYS: None. Motion carried.

ACTION ITEM #5: The Committee recommends approval of a 5% pay increase for 2023 for non-union employees and elected officials except the Commissioners, IT Department and Prosecutor (monies included in 2023 Proposed Budget).

INFORMATION ITEM: County Administrator Hannah recommends increasing the PTO roll over for non-union employees to match the Unions. Non-union employees will be eligible to roll over 200 hours of PTO, but will keep the payout at 176 hours. Motion by Commissioner Kozlowski. Support by Commissioner Karschnick. Motion carried.

ACTION ITEM #6: The Committee recommends approval to increase the PTO roll over for eligible non-union employees from 176 to 200, but will keep the payout at 176 hours.

The Alpena County Public Conservator and Director of Home Improvement plan was short staffed this year and was unable to use her PTO. This is a special circumstance and we do not anticipate it will happen again since she now has an assistant. County Administrator Hannah says that if we allowed her to rollover 300 hours next year and she keeps accruing PTO, it is unrealistic that she will be able to use it all. County Administrator Hannah recommends a one time pay out in lieu at 50% for the Director's PTO hours over 200.

Commissioner Thomson and Commissioner Kozlowski would like to encourage the Director to use as much PTO as possible by the end of the year and approve to pay out the rest over 200 PTO hours at 50%. Motion by Commissioner Kozlowski. Support by Commissioner Karschnick. Motion carried.

ACTION ITEM #7: The Committee recommends approval to pay out over 200 PTO hours at 50% for the Director of the Alpena County Public Conservator and Home Improvement Office and recommend the Director use as much PTO as possible by the end of the year.

INFORMATION ITEM: County Administrator Hannah presented an updated organizational chart for the County and Parks Commission (attachment #2). It would be beneficial to have a parks sub committee under the parks committee and the parks commission can organize themselves. Currently the Parks and Rec board chair is acting as the executive officer. Motion by Commissioner Thomson. Support by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: County Administrator Hannah presented a rough draft of the employee handbook. HR Specialist combined 2 of the County's current handbooks, last updated in 2019, and tried to make it consistent with the union contracts. Department heads had a chance to review and make comments on the draft. A highlight of the changes were sent to the Personnel Committee. If this handbook is adopted, it will supersede the other handbooks. We are working on updating the Department Head handbook, but the handbook draft presented is specifically for employees. Motion by Commissioner Thomson to send the draft to full board for review. Support by Commissioner Kozlowski. Motion carried.

Closed Session at 1:06 pm.
Open Session at 2:04pm.

Roll Call: All committee members present.

Discussion on separation agreement approved by Judge Curtis and County Administrator Hannah.
Motion to approve by Commissioner Kozlowski. Support by Commissioner Karschnick. Motion carried.

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Karschnick.
Motion carried. The meeting adjourned at 2:06 pm.

Next meeting scheduled for Tuesday, January 3, 2023.

Marty Thomson, Chairman

Jennifer Mathis, HR Specialist



#1

Severe Weather or Emergency Building Closure Policy

Purpose

Alpena County is committed to providing high quality public service, including many emergency related functions, in all types of weather or adverse conditions. The purpose of this policy is to inform Alpena County employees of their responsibilities and options during adverse weather conditions or other situations where a County building may be closed.

Policy

All employees of Alpena County are expected to report to work at their normal workstation in inclement weather, disasters and other adverse conditions. In severe weather situations, such as blizzards, the Board of Commissioners Chairperson, in consultation with the County Administrator and other appropriate staff, may officially close County buildings for all or part of the normal workday. The details regarding which buildings are closed will be provided on the Alpena County website at <https://alpenacounty.org/> If possible, the information will be provided before 6 a.m. the day of the event. The decision to close any County building will also be broadcast on the following media, if possible:

Radio- WKBK 94.1, True North Radio 107.7, WATZ 99.3, WTCM 103.5

Television- The Alpena News

It is the responsibility of each employee to listen to the radio and television channels when severe weather is expected. Employees can opt to receive notifications through our CodeRED system. See Human Resources for details.

Reporting of Time

During severe weather when the building remains open and an employee reports late for work or leaves early, the employee may use accumulated leave time, take leave without pay, or elect to make up the time lost within one (1) month provided that the make-up time does not create the hours worked to cause an overtime basis without pre-approval. When an employee's building is officially closed due to severe weather or evacuated for reasons other than severe weather, for all or part of an employee's normal workday, those employees will be paid regularly scheduled working hours and shall suffer no loss of time or pay.

24-Hour Operations & Critical Staff

For County departments that operate on a 24-hour basis, the department director shall make the decision about who needs to report to work. Those employees who are uncertain of their status should contact their director for instructions about whether they need to report to work.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

#2

Citizens

Elected Officials
 Clerk
 Drain Commissioner
 Register of Deeds
 Prosecuting Attorney
 Sheriff
 Treasurer

Board of Commissioners

COUNTY ADMINISTRATOR

Medical Examiner
 Ordinance Control

Authorities, Boards,
 and Commissions

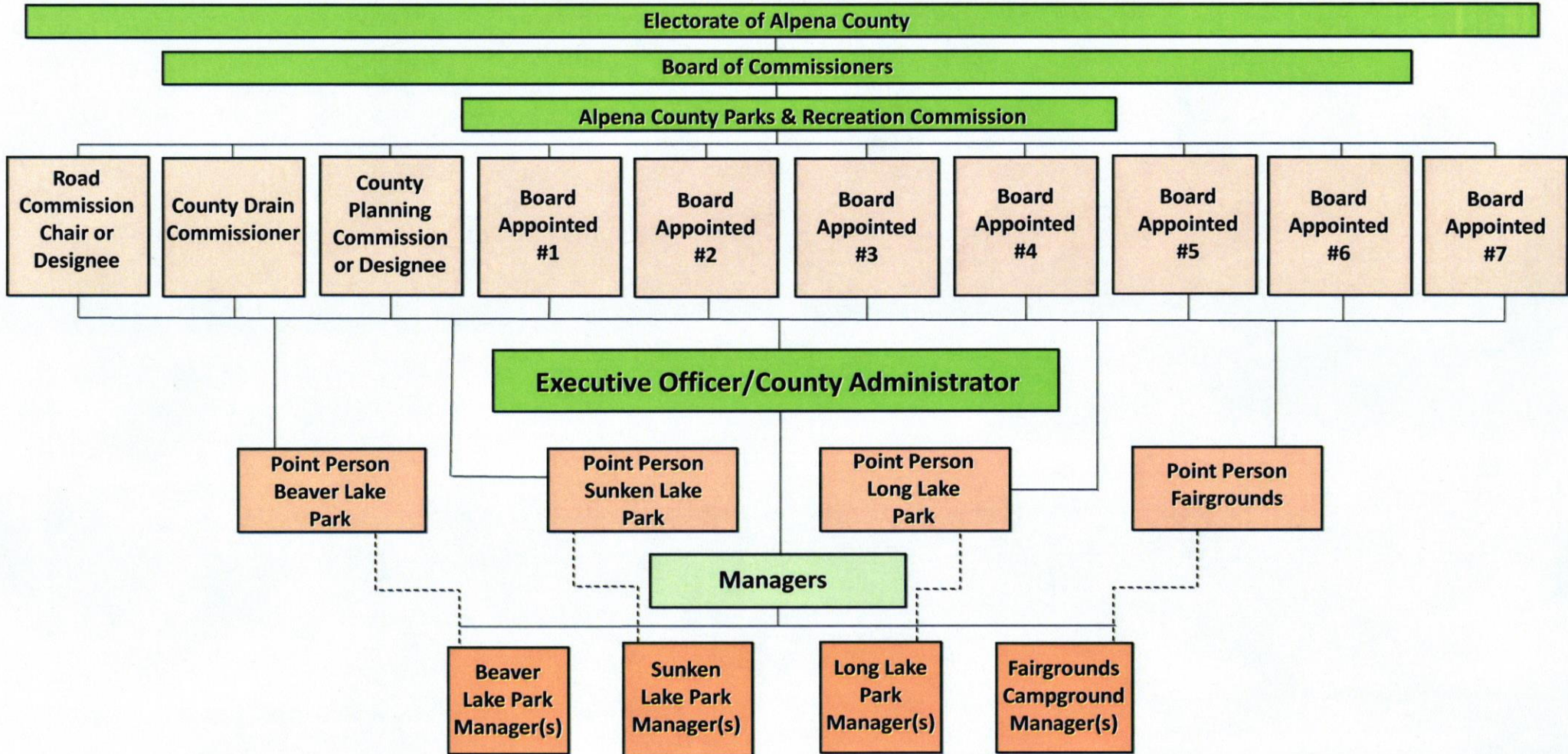
Judiciary
Circuit Court
 Supported by:
 Adult Drug court
 CCAB Programs
 Friend of the Court
 Probation and Parole
Family Division
 Juvenile/Neglect
 Adoptions
 Drug Court
District Court
 Adult Drug Court
Probate Court

General Fund
 Emergency Management
 Equalization
 IT
 Maintenance
 Public Conservator
 Human Resources

Other Funds
 Airport
 Housing
 MSU
 Veterans
 911



Alpena County Parks Organizational Chart



*Executive Officer will act as "Department Head" for the purpose of compliance with all County of Alpena policies and procedures.

