

DRAFT PERSONNEL COMMITTEE MINUTES

October 12, 2021 – 9:00 a.m. Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
David Karschnick

OTHERS PRESENT: Cynthia Muszynski, Prosecutor
Sheriff Steve Kieliszewski
Bonnie Friedrichs, County Clerk
Mary Catherine Hannah, County Administrator
Kim Elkie, Board Assistant

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, presented a request for a Step Increase for Nancy Ward, Chief Assistant Prosecuting Attorney, retroactive to October 1, 2021. The question was raised if Nancy received her step increase for 2020. The Commissioners' Office will confirm and communicate clarification.

NOTE: Verification with payroll records on October 13, 2021 indicates Nancy Ward received a Step Increase from Base to Step 1 effective October 1, 2020.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve Nancy Ward receiving a Step Increase to Step 2 retroactive to October 1, 2021, as presented. Motion carried.

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, presented a request for a Step Increase for Julie Jackson, Crime Victim Rights Coordinator.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve Julie Jackson receiving a Step Increase to Step 2 effective November 1, 2021, as presented. Motion carried.

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, presented information to the Committee regarding the discrepancy in pay between the local indigent counsel attorneys and the salaries paid to the County's Assistant Prosecuting Attorneys. She is requesting a salary increase of half the discrepancy in order to retain and, when necessary, in the future recruit highly qualified staff. After discussion, Commissioner Adrian offered to present the request later today at 2022 Budget Meeting.

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request on behalf of Judge Black with regards to the salary for the Probate Register position, which will soon be vacant. Judge Black is requesting to pay up to the current (step 5) salary for a new Register, based on experience of potential candidate(s). Mary Catherine Hannah, County Administrator, and

Judge Black will advise.

Moved by Commissioner Adrian with support by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to approve a salary up to \$49,900.00 for a new Probate Register, based on experience, as presented.

INFORMATION ITEM: Sheriff Steve Kieliszewski presented a request to the Committee to reconsider the current policy of employees expending PTO time for COVID-related work absence. The Commissioners voted in October 2020 to not extend Emergency Family Medical Leave Act past the required period of December 31, 2020. County Administrator Mary Catherine Hannah informed the Committee there are options through American Rescue Plan Act (ARPA) of 2021 that may be helpful. The County Clerk will research and bring any information gleaned to a 2022 Budget Meeting as an information item.

INFORMATION ITEM: Sheriff Steve Kieliszewski informed the Committee he will be submitting a memo to next month's meeting with a request to allow several of his employees to rollover PTO hours over the normal cutoff. Their union contract allows them to receive pay for half the hours; however, the employees prefer to roll the time over versus receive half pay.

INFORMATION ITEM: Sheriff Kieliszewski reminded the Committee about the staffing shortage being experienced by his department due to COVID and the anticipated increased bailiff coverage necessary for upcoming trials.

INFORMATION ITEM: Extensive discussion was held regarding an employee of the Sheriff's Office who sustained a job-related injury two years ago.

Moved by Commissioner Thomson with support by Commissioner Karschnick to terminate Mallory Beaudoin's employment with County of Alpena effective October 31, 2021, due to her prospective inability to resume her duties. Motion carried by unanimous vote. The County Administrator and County Clerk will draft a letter to the employee.

INFORMATION ITEM: As a matter of Communication Received, this Committee received a Letter of Retirement from Judge Thomas LaCross, which will be placed on file.

Moved by Commissioner Karschnick with support by Commissioner Adrian to accept the Letter of Retirement from Judge LaCross. Motion carried.

Moved by Commissioner Adrian with support by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve a Resolution of

Tribute to Judge LaCross upon his retirement.

NOTE: Due to time constraints between the Full Board of Commissioners meeting scheduled on October 26 and Judge LaCross' retirement party on October 30, the Judge will receive a matted and framed letter of acknowledgement signed by the Chairman of the Board, referencing the County's guidelines for acknowledging a retiring employee with more than 10 years of service.

Motion to adjourn by Commissioner Karschnick, Support Adrian. Motion carried. Adjourned at 10:14 a.m.

Marty Thomson, Chair

Kim Elkie, Board Assistant

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