

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, September 2, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, September 2, 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  
Kim Elkie, EM/E911 Director  
Sheriff Erik Smith (zoom)  
Jennifer Mathis, Human Resources Specialist (zoom)

CALL TO ORDER

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

ROLL CALL

All committee members present.

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 Fournier to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT

None.

EMERGENCY MANAGER POSITION

Chair Fournier reported there are two candidates for the Emergency Manager position. Discussion was made on how the committee would like to proceed. Commissioner Kozlowski spoke with Presque Isle County this morning and there are several commissioners that are very interested in partnering with Alpena County on an Emergency Manager. Director of Emergency Management and E911 Services Kim Elkie noted that the state and federal year starts on October 1<sup>st</sup> and the paperwork for reimbursement requests for next year need to be turned in this month. Once she has the salary and setup information of the position she can submit and meet the deadlines to get the county the appropriate reimbursement for next year. Sheriff Erik Smith reported if the board chooses to bring this position over to the Sheriff's Office, there will need to be further discussion moving forward relative to the position being union or non-union. Administrator Osmer reported the Emergency Manager would not be a union position. The committee members will compile a list of questions they would like answered by both candidates, reach back out to Presque Isle County for further discussion, and bring all information back to a special Personnel Committee meeting on September 16, 2025, at 12:00 p.m.

BOARD MEMBER ATTENDANCE POLICY



Administrator Osmer was contacted by two different boards, the Opioid Remediation Fund Steering Committee and the Older Persons Committee, both expressing frustration with members not attending meetings. Both committees inquired about a new policy where, after 3 missed meetings without notice, the seat would be considered vacated, and then either the individual commissioner or the board, depending on who the origin is for that appointment, would then be able to fill that position with a different person.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to recommend approval of the Board Member Attendance Policy as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the Board Member Attendance Policy as presented.**

#### OTHER DISCUSSION

Administrator Osmer presented an advertisement for the Road Commission Board vacancies for review. The advertisement will be posted on the website, social media, and in the newspaper. The timeline the board approved was to collect applications in September, choose candidates in October with the full board approving the recommendations in November. Applications will be accepted through September 23, 2025.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to approve posting the Road Commission vacancies as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to post the Road Commission vacancies notice as presented.**

#### EMPLOYEE SEPARATIONS

Human Resources Specialist Jennifer Mathis reported the following employee separations:

1. Animal Control
2. District Court Clerk
3. Bailiff

#### CLOSED SESSION

The Personnel Committee went into closed session at 12:48 p.m. for discussion on personnel and contract matters and opened session at 1:02 p.m. All committee members present.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to adopt and sign the amendment to the contract with the Corrections Officers Union regarding the in lieu of as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval to adopt and sign the amendment to the contract with the Corrections Officers Union regarding the in lieu of as presented.**

Moved by Commissioner Britton and supported by Commissioner Kozlowski to adjust the payroll for the District Court Administrator as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.



**ACTION ITEM #4: The Committee recommends approval to adjust the District Court Administrator's payroll to reflect that which has been granted for 2026 to begin effective the next pay period as presented.**

Moved by Commissioner Britton and supported by Commissioner Kozlowski to do away with the Fairgrounds Manager contract and move forward with them as a regular employee as presented. Roll call was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #5: The Committee recommends approval to do away with the Fairgrounds Manager contract and move forward with them as a regular employee as presented.**

ADJOURNMENT

Moved by Commissioner Britton and supported by Commissioner Kozlowski to adjourn the meeting. Motion carried. The meeting adjourned at 1:04 p.m.

  
Brenda Fournier, Chair

kvm