

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, February 4, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, February 4, 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  
Jennifer Mathis, Human Resource Specialist  
Steve Smigelski, Airport Manager

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. County Administrator Jesse Osmer asked to pull agenda item 1) Life Insurance for Part-Time Employees under County Administrator.

PUBLIC COMMENT

None.

INFORMATION ITEM

Airport Manager Steve Smigelski presented a memo on behalf of Airport Operations Supervisor Mick Higgins requesting approval to roll 20 hours of unused PTO into fiscal year 2025. The time was not used due to the lack of trained personnel on the airfield. Discussion was made to payout the unused time instead of rolling over.

Motion was made by Commissioner Kozlowski and supported by Commissioner Britton to approve paying out 20 hours of unused PTO to Airport Operations Supervisor Mick Higgins as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to pay Airport Operations Supervisor Mick Higgins 20 hours of unused PTO from 2024 as presented.**

INFORMATION ITEM: Administrator Osmer presented a Soil Erosion Service Agreement Extension for review and approval. Mike Kieliszewski is requesting to extend his contract for one more year until June 30, 2026.



Motion was made by Commissioner Kozlowski and supported by Commissioner Britton to approve the Soil Erosion Service Agreement Extension as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the Soil Erosion Service Agreement Extension with Mike Kieliszewski beginning July 1, 2025, to June 30, 2026, as presented.**

INFORMATION ITEM: Administrator Osmer reported beginning February 21<sup>st</sup> law is changing that will affect paid medical leave for part time employees. There is already a policy in place for full time employees which will be reviewed as well to follow the new law. The policy was sent for attorney review to assure compliance.

Motion was made by Commissioner Britton and supported by Commissioner Kozlowski to approve the Paid Medical Leave Policy, pending attorney review, as presented. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the Paid Medical Leave Policy for part-time employees, pending attorney review, as presented.**

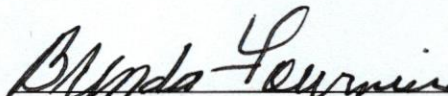
OTHER DISCUSSION: Administrator Osmer reported an employee with Grounds & Maintenance is off indefinitely due to a work-related injury and there might be a need to revisit part-time staffing levels for the department.

INFORMATION ITEM: HR Specialist Jennifer Mathis reported there were no employee separations in January.

**\*Next Meeting: Tuesday, March 4, 2025, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion was made by Commissioner Kozlowski and supported by Commissioner Britton to adjourn the meeting.

The meeting adjourned at 12:22 p.m.

  
Brenda Fournier, Chair

kvm