

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, November 5, 2024  
Howard Male Conference Room

The Personnel Committee met on Tuesday, November 5, 2024, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Bill Peterson, (excused)  
Burt Francisco, (sitting in for Bill Peterson)  
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator  
Jennifer Mathis, Human Resource Specialist  
Kim MacArthur, Board Assistant

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. Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to adopt the agenda with the following addition: 1) District Court Administrator Hours, as presented. Motion carried.

PUBLIC COMMENT

None.

INFORMATION ITEM: Human Resource Specialist Jennifer Mathis reported District Court Administrator Chrissy Delekta is currently a salary paid employee and one of the few in that department still at 37.5 hours. Chrissy is in agreement to change to 40 hours per week to simplify payroll issues.

Motion was made by Commissioner Kozlowski and supported by Commissioner Francisco to approve the memo to increase the District Court Administrator to 40 hours per week effective Monday, November 11, 2024, as presented. Roll call vote was taken: AYES: Commissioners Francisco, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to increase the District Court Administrator's hours from 37.5 to 40 hours per week effective Monday, November 11, 2024, with no added cost to the County, as presented.**

INFORMATION ITEM: County Administrator Jesse Osmer reported Alpena County Home Improvement Inspector Mike Kieliszewski has given notice that he will be retiring effective

November 30, 2024. Mike has been working with Steve Hall as his replacement and feels Steve is a good fit for the program. Since this is a contractual agreement, it does not have to go out for bid.

Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to accept the Home Improvement Inspector resignation letter as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to accept the resignation letter from Alpena County Home Improvement Inspector Mike Kieliszewski effective November 30, 2024, and to contract with Steve Hall based upon the Home Improvement Inspector's recommendation as presented.**

INFORMATION ITEM: County Administrator Osmer reported three applications were received for the Opioid Steering Committee. One applicant applied for three different boards but would only be willing to serve on one and it would be up to the board as to where they think he would fit best. Discussion was made regarding extending the application period for all boards and including the dates of the interviews.

\*The Opioid Steering Committee interviews will be held on November 25<sup>th</sup> at 12:00 p.m. with applications being due by close of business on November 21, 2024.

INFORMATION ITEM: Discussion was made on the meeting dates to conduct the interviews for the rest of the various boards and commissions.

\*The interviews for the rest of the various boards and commissions will be conducted on December 4<sup>th</sup> and December 5<sup>th</sup> beginning at 9:00 a.m. each day.

INFORMATION ITEM: HR Specialist Mathis reported there were no employee separations for October.

CLOSED SESSION: The Committee went into closed session for the County Administrator Evaluation at 12:23 p.m. Session opened at 12:41 p.m. Roll call was taken. All Committee members present.

**\*Next Meeting: Tuesday, December 3, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Meeting adjourned at 12:42 p.m.

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Brenda Fournier, Chair

kvm