

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

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

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

OTHERS PRESENT: Jennifer Mathis, Interim County Administrator/Human Resource Specialist
Kim MacArthur, Board Assistant
Steve Smigelski, Airport Manager
Judge Alan Curtis
Steve Schulwitz, Alpena News
Kim Nowak, District Court
Kim Elkie, Director of Emergency Management and E911 (zoom)
Al Rapson, Assistant Director of EM and E911 (zoom)
Lynn Bunting, Board Assistant (zoom)
Gerald Fournier, Drain Commissioner (zoom)
Phil Heimerl, True North Radio (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Christie Williams, Deputy Clerk (zoom)
Janelle Mott, Juvenile Officer (zoom)

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 Kozlowski and supported by Commissioner Francisco to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Airport Manager Steve Smigelski reported Edward Higgins was brought on full time to facilitate the aircraft fueling operations. The position was being paid through the CARES Act Operations and Maintenance Grant which has now ended. Steve is asking to keep Mr. Higgins' position full-time and for his FY2024 wages of \$40,207.00 be paid out of 295-000-001 Cash-Airport Fund. In the following years the position will be paid out of the fuel sales. Since taking over fuel sales as of December 5, 2023, the airport has sold \$21,907.00 worth of fuel. Mr. Higgins was hired for his extensive knowledge of FBO (Fixed Bases Operator) services and

fueling. He is the only one certified as a trainer and a safety inspector. Without him fuel operations would most likely have to be paused for at least 90 days while a new person received certification.

Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to approve the position for Edward Higgins to continue and wages to be paid out of the Cash-Airport Fund for 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 continue the Assistant Airport Manager's full-time position and pay for his wages out of line item 295-000-001 Cash-Airport Fund for FY2024 as presented.

INFORMATION ITEM: Judge Alan Curtis reported he is looking to restructure the District Court. Probation Officer Tim Marquardt is resigning effective March 29, 2024, and he serves as both a District Court Probation Officer and as a Case Manager for Drug Court. The District Court is currently in the process of hiring a new Probation Officer, and that person will not have any Drug Court responsibilities. Chief Probation Officer Sue Latuszek has resigned as of February 26, 2024. Ms. Latuszek was also the Drug Court Administrator and a Case Manager. With both departing there are no case managers or anyone to administer the program. Judge Curtis reported he does not intend to fill Ms. Latuszek's position and that the new Probation Officer replacing Mr. Marquardt will cover all probation responsibilities.

Judge Curtis is requesting approval to hire an additional Deputy Clerk in District Court at a rate of \$20.27. There is too high a workload in that department, which has led to turnover and without filling Ms. Latuszek's position, this will result in savings for the County.

Judge Curtis is also requesting approval to enlist Nicole Hatch to take over the case management duties of both prior Probation Officers and the administrative responsibilities that Ms. Latuszek handled for Drug Court. He would like Ms. Hatch to work with Officer Marquardt while he is still here. Ms. Hatch is currently a member of the Drug Court team and through her role with Community Corrections already works with many of the participants. Judge Curtis is proposing an amount of \$250.00 per week which would be paid with the Opioid Settlement Funds.

Judge Curtis also presented a Letter of Understanding between the County and the Fraternal Order of Police Labor Council for review and approval to amend the hours of work in District Court from 37.50 to 40-hours per work week.

Motion was made by Commissioner Kozlowski and supported by Commissioner Francisco to recommend approval to hire an additional Deputy Clerk as presented. Roll call vote was taken: AYES: Commissioners Kozlowski, Francisco, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval for the District Court to eliminate the Chief Probation Officer position and hire an additional Deputy Clerk at a rate of \$20.27 per hour and approve the following budget adjustment as presented:

Decrease 101-286-702.004 Probation Officer by \$32,432.00

Increase 101-286-702.002 Clerk Typist II by \$32,432.00

Motion was made by Commissioner Kozlowski and supported by Commissioner Francisco to recommend approval for the District Court normal working hours go from 37.50 to 40 hours per week as presented. Roll call vote was taken: AYES: Commissioners Francisco, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the Letter of Agreement between the County of Alpena and the Fraternal Order of Police Labor Council to amend the normal working hours for 88th District Court's full time and office clerical employees from 37.50 to 40 hours per workweek and to approve the following budget adjustments as presented:

Decrease 101-286-702.004 Probation Officer by \$10,963.00

**Increase 101-286-702.001 Deputy II by \$2,353.00
101-286-702.033 Court Recorder by \$2,504.00
101-286-702.002 Clerk Typist II by \$6,156.00**

Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to recommend approval to contract with Nicole Hatch to take on the case management duties of Drug Court as presented.

ACTION ITEM #4: The Committee recommends approval for District Court to contract with Nicole Hatch (or someone approved by the Judge) to take on the case management duties of Drug Court being paid a contracted rate of \$250.00 per week and to approve the following budget adjustments as presented:

Decrease 284.200.995.001 Opioid Settlement Fund by \$7,000.00

Increase 101.299.699.284 Transfer in from 284 Opioid Settlements by \$7,000.00

Decrease 101.299.699.284 Transfer in from 284 Opioid Settlements by \$7,000.00

Increase 101.299.802.000 Contractual Services by \$7,000.00

INFORMATION ITEM: IT Director Steve Mousseau presented a request asking that IT overtime be calculated according to the State of Michigan's guidelines. The State's guidelines show that overtime is a workweek of more than 40 hours. Currently, the County's overtime policy is based on an 8-hour day. There are many instances when the IT staff work past the normal 8-hour workday and by calculating on a 40-hour week, they can adjust in scheduling when an employee is required to stay late. Discussion was made with the IT Director moving to part time soon, there will be enough money from his budgeted wage to transfer into their overtime line item as needed. The current policy will stay in place at this time.

INFORMATION ITEM: Interim County Administrator Jennifer Mathis presented an updated Employee Handbook for review and approval. There were a couple of minor changes that were just brought to her attention. One was to change CEO to County Administrator or Board Chair and the other was that there is no Security Department in the County. Discussion was made to eliminate the wording “security department” from the handbook. Interim Administrator Mathis will update the Employee Handbook and take it to the Full Board for final approval.

INFORMATION ITEM: Interim Administrator Mathis updated the committee on the County Administrator position. Amy Cell Talent has received 18 applications so far and has provided an updated timeline for the hiring process. On Tuesday, April 9th the board will review candidates in closed session. On Friday, April 19th there will be a full round of interviews during a public meeting from 12:00 p.m. to 5:00 p.m. The Commissioners will then complete a survey for Amy Cell to collect feedback and report this feedback to the Commissioners. If the board chooses to move forward with a candidate, the Board Chair will work with an attorney to draft an employment contract and bring it to the board for approval on May 14, 2024. A County Administrator could potentially start in June.

INFORMATION ITEM: Interim Administrator Mathis reported there were two employment separations in February. One in District Court and the other in Animal Control.

***Next Meeting: Tuesday, April 2, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Francisco and supported by Commissioner Kozlowski.
Meeting adjourned at 1:09 p.m.

Brenda Fournier, Chair

kvm