

PERSONNEL COMMITTEE  
MEETING MINUTES  
Friday, December 15, 2023  
Howard Male Conference Room

The Personnel Committee met on Friday, December 15, 2023 at 3:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT:     Travis Konarzewski  
  Burton Francisco  
  John Kozlowski  
  Bill Peterson  
  Jesse Osmer (excused)

OTHERS PRESENT:                 Steve Schuwitz, The Alpena News  
  William LaHaie  
  Kim Elkie, Emergency Management Director  
  Keri Bertrand, County Clerk  
  Kim Ludlow, Treasurer  
  Mary Catherine Hannah, County Administrator  
  Jennifer Mathis, Human Resource Specialist

CALL TO ORDER

Chair Peterson called the meeting to order at 3:01 p.m.

ROLL CALL

All members present.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

INFORMATION ITEM: County Administrator Hannah has put in her resignation and her new employer would like her to start January 22<sup>nd</sup>, 2024. Hannah is requesting that her last day be January 19<sup>th</sup>, 2024. Hannah said that 30 days would be enough time to wrap things up and pass them along. Commissioner Konarzewski said that they would like to end on the best terms possible. The contract requires 60 days' notice but allows us to make changes to that if we agree. Motion by Commissioner Konarzewski and supported by Commissioner Kozlowski to accept January 19<sup>th</sup> as Hannah's last day. Motion carried.

**ACTION ITEM # 1: The Committee recommends approval of accepting January 19<sup>th</sup>, 2024 as County Administrator Hannah's last day of employment.**

INFORMATION ITEM: Commissioner Peterson says that the commissioners will have to step up. County Administrator Hannah spoke with her direct reports, and they are more than capable of handling their departments. Hannah recommends Human Resource specialist Jennifer Mathis to handle routine and administrative duties such as approving timecards and signing invoices. Hannah said that board secretary Lynn Bunting has the knowledge and experience to deal with external agencies and non-county entities. Commissioner Kozlowski, Commissioner Francisco and Commissioner Konarzewski said that we will need to hire a replacement. The previous recruiting company that recruited Hannah for us, also recruited her for Saginaw County. Commissioner

Francisco suggests not going with this same hiring consultant since they keep all of their candidates on file. Commissioner Konarzewski and Commissioner Kozlowski said to look local for candidates and to reach out to MAC. Commissioner Konarzewski recommends a closed-door session with the full board to discuss the title for the replacement of the County Administrator and compensation. Motion by Commissioner Konarzewski to seek out and hire a County Administrator. Supported by Commissioner Francisco. Motion carried.

**ACTION ITEM # 2: The Committee recommends approval to seek out and hire a replacement for the County Administrator position.**

INFORMATION ITEM: Commissioner Konarzewski is concerned with the recent resignations in District Court. 2 out of the 4 clerks have recently resigned. Human Resource Specialist Jennifer Mathis said that there have been a lot of changes in District Court this year and it will take time to adjust. We have a new clerk starting Monday and a conditional offer to another candidate for the Chief Deputy Clerk position.

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Francisco. Meeting adjourned at 3:32pm.

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Bill Peterson, Chairman

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Jennifer Mathis, HR Specialist

jmm