

PERSONNEL COMMITTEE MEETING MINUTES

September 14, 2021 - 9:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
David Karschnick

OTHERS PRESENT: Bonnie Friedrichs, County Clerk
Tammy Sumerix-Bates, Executive Manager
Julie Jackson, Prosecutor’s Office
Nancy Ward, Prosecutor’s Office
Steve Mousseau, IT Director
Liz Skiba, District Court Administrator
Kim Ludlow, County Treasurer
Kim Elkie, Board Assistant

INFORMATION ITEM: Julie Jackson and Nancy Ward from the Prosecutor’s Office presented a request to fill the Crime Victim Compensation Fund Navigator position as the current employee has provided his notice of resignation. This position is 100% grant funded.

Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to authorize filling the Crime Victim Compensation Fund Navigator position with the pay scale as follows with 100% grant funding, as presented.

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$16.83	\$17.23	\$17.63	\$18.02	\$18.42	\$18.82

INFORMATION ITEM: Steve Mousseau, IT Director, presented to the Committee a request for a Step Increase for Joshua Kuehn.

Moved by Commissioner Karschnick with support by Commissioner Adrian to approve the Step Increase for Joshua Kuehn to Step 1 effective August 3, 2021, as presented. Motion carried.

INFORMATION ITEM: Liz Skiba, District Court Administrator, outlined for the Committee the upcoming retirement of the Senior District Court Clerk/Criminal Clerk and the resultant staff movements anticipated in the department. In the end, the position of Collections/Probation Clerk will be vacant. Ms. Skiba is requesting to start the hiring process immediately along with 4 weeks of training time at base wages for the new hire.

Moved by Commissioner Adrian with support by Commissioner Thomson to recommend to fill the position of District Court Clerk (Collections/Probation Clerk) with four weeks

of base rate wages for training the new employee and refer to the Finance Committee for funding. Motion carried.

Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the staffing recommendations for District Court as presented by the District Court Administrator: Danielle Kollen to Senior District Court Clerk effective 1/1/22; Jessica Konarzewski to District Court Clerk (Traffic Clerk) effective 1/1/22 and a new District Court Clerk (Collections/Probation Clerk) to start December 6, 2021, as presented.

INFORMATION ITEM: Liz Skiba, District Court Administrator, requested of the Committee a cost of living increase in wages for her staff and a salary increase request for the District Court Administrator to more closely align with neighboring counties and other counties in Michigan. Liz was requested to include these items in the 2022 budget discussions.

INFORMATION ITEM: District Court Administrator, Liz Skiba, requested approval to move forward with hiring a Probation Officer/Treatment Court Case Manager as the position is being vacated.

Motion by Commissioner Adrian with support by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends to approve filling the vacancy of Probation Officer/Treatment Court Case Manager, as presented.

INFORMATION ITEM: County Clerk Bonnie Friedrichs provided a presentation to the Committee regarding the plethora of duties performed in her office. She also handed out a booklet for the Committee's review. She is requesting to increase her current part-time deputy clerk position to full-time. The part-time position is being funded by the CPL revenue. She outlined sources of non-statutory revenue; however, \$31,000.00 is needed to accomplish the full-time position.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve to increase the part-time deputy clerk position to full-time and refer to the Finance Committee for funding. Motion carried.

The Committee entered into Closed Session for the purpose of Union Contract Negotiation discussion at 10:41 a.m. The meeting was reopened and then recessed at 11:39 a.m.

The Committee returned to open session at 12:25 p.m. All members were present. The Committee then went into Closed Session for the purpose of Union Contract Negotiation discussion at 12:26 p.m. The meeting opened at 2:05 p.m.

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, presented a request to the Committee for a Step Increase for Edward (Mick) Higgins.

Moved by Commissioner Karschnick with support by Commissioner Thomson to approve the Step Increase for Edward (Mick) Higgins to Step 1 effective September 14, 2021, as presented. Motion carried

INFORMATION ITEM: Executive Manager, Tammy Sumerix-Bates, advised the Committee of expiring appointments that will be advertised and interviewed, including one seat on the Library board, three on the Parks Commission, two on the County Planning Commission and one on the Veterans Affairs board.

INFORMATION ITEM: Commissioner Thomson outlined for the Committee regarding in lieu of payments made to commissioners who were eligible but chose not to purchase a healthcare plan through the County. Discussion ensued and options for equity were discussed.

Moved by Commissioner Thomson with support by Commissioner Karschnick to recommend to Finance Committee for funding and to approve the increase the Commissioners' salary by \$400 per month effective October 1, 2021, no longer offer the payment in lieu of health care. Commissioners who choose to purchase health care from the County will be responsible for 100% cost of premium. Commissioners are not eligible for HSA seed money or matching funds. Motion carried by unanimous vote.


INFORMATION ITEM: Tammy Sumerix-Bates informed the Committee that the Commissioners Office has received a contract from the Prosecutor's Office regarding temporary prosecuting attorney services. Monies will come from budgeted but unused wages due to staff on sick leave. The Prosecuting Attorney previously received approval from the Personnel Committee to hire temporary assistance using these funds.

Moved by Commissioner Adrian with support by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the contract for temporary prosecuting attorney services with monies coming from budgeted but unused wages and authorize the Chairman of the Board to sign the contract, as presented.

Motion to adjourn by Commissioner Karschnick with support by Commissioner Adrian. Motion carried. The meeting adjourned at 2:43 p.m.

Marty Thomson, Chair


Kim Elkie, Board Assistant

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