

PERSONNEL COMMITTEE MEETING
DRAFT MINUTES
Wednesday, February 2, 2022
Howard Male Conference Room

The Personnel Committee met on Wednesday, February 2, 2022 at 9:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
John Kozlowski
Bob Adrian

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Lynn Bunting, Board Assistant
Bonnie Friedrichs, County Clerk

Chair Marty Thomson called the meeting to order at 9:00 a.m.

INFORMATION ITEM: Chair Thomson presented the recommendation for the District Court Administrator salary adjustment and gave a background history reporting that the District Court Administrator presented the request previously to the Personnel Committee. County Clerk Bonnie gave a background of the District Court Office pay and benefits with Montmorency County and Alpena County reporting that Montmorency County has hired their own staff, Administrator Hannah recommended to look at the county doing a wage study to be competitive for possible replacements.

Discussion on a wage study and looking at other entities having information to assist in the process with also checking into other county government offices of comparable size of Alpena County of their wage scales.

Discussion and recommendation to increase the District Court Administrator's salary by \$5,000. Moved by Commissioner Karschnick and supported by Commissioner Kozlowski to recommend the below Action Item. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve
increasing the pay for the District Court Administrator by \$5,000
as presented.**

INFORMATION ITEM: Chair Thomson presented the 2022 pay adjustments request for non-union employees and elected officials reporting that there were no raises in 2021. A \$1 per hour stipend was paid in 2021. Discussion and recommendation to approve a 5% increase in wages for 2022 for nonunion employees and elected officials. Clerk Friedrichs requested that her increase be pulled for 2022. Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends to approve a 5% pay wage scale increase to non-union employees and elected officials effective February 20, 2022 as presented.

INFORMATION ITEM: Administrator Hannah presented the Emergency Services Director Job Description for approval reporting that Mark Hall continued on as acting Emergency Manager and gave April 1, 2022 as the last day. Administrator Hannah reported the Central Dispatch position was posted. Discussion on whether the Emergency Services Director position should be a full-time or part-time position.

Chair Thomson informed the committee that the Sheriff has put together a proposal for bringing Emergency Manager services into their office and will bring proposal to the Courts & Public Safety Committee meeting this month.

Moved by Commissioner Thomson and supported by Commissioner Kozlowski to recommend the below Action Item. Motion carried.

ACTION ITEM #3: The Committee recommends to approve the Emergency Services Director Job Description and authorize the County Administrator to post the position as presented.

INFORMATION ITEM: Administrator Hannah presented the request for a step increase for Board Assistant Lynn Bunting from Step 2 to Step 3. Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to recommend the below Action Item as presented. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the step increase for Board Assistant Lynn Bunting from Step 2 to Step 3 as presented.

INFORMATION ITEM: Administrator Hannah presented the request for a step increase for Assistant Veterans Counselor William Stypick from Start to Step 2. Moved by Commissioner Thomson and supported by Commissioner Kozlowski to recommend the below Action Item. Motion carried.

ACTION ITEM #5: The Committee recommends to approve the step increase request for Assistant Veterans Counselor William Stypick from Start to Step 2 as presented.

INFORMATION ITEM: Administrator Hannah presented the new Human Resources position job description for the Commissioner's Office for discussion. She stated she has a spreadsheet with splitting the Human Resources function with the Clerk's Office and Commissioner's Office with payroll staying in the Clerk's Office. Clerk Friedrichs informed the committee that she currently has 5 positions in her office and upon her retirement will have 4 positions with the 5th position not being filled as the Human Resources work will be going to the Commissioners Office. Bonnie explained the Clerk's Office duties of her staff.

Discussion and recommendation to approve job description, post position, and to present a resolution to the board. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below Action Item. Motion carried.

ACTION ITEM #6: The Committee recommends to approve the New Human Resources Job Description in the Commissioner's Office as presented.

INFORMATION ITEM: Administrator Hannah presented the recommendation for COVID/Retention Bonus payments for the unions and informed the committee that she has spoken with the union representative. Discussion and recommendation to pay half upon signing of the contracts and the other half paid on or about November 1 and will need to be employed to receive the second half. Administrator Hannah reported that she will take back to them and put into a Memorandum of Understanding as a one-time payment. Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to recommend the below Action Item. Motion carried.

ACTION ITEM #7: The Committee recommends to approve the COVID/Retention Bonus Payments for the Unions with half paid upon signing of the contracts and the other half paid on or about November 1 and will need to be employed in order to receive second half.

INFORMATION ITEM: Chair Thomson presented discussion for FMLA (COVID 14 days for a years' time) for the unions and recommended to do for all county employees. Discussion and recommended to do for 2022 if tested positive or exposed to show proof and will have up to 14 days of family medical leave if exposed to COVID. The committee recommended to look at it again in 2023 to see if COVID is still an issue. Moved by Commissioner Thomson and supported by Commissioner Kozlowski to recommend the below Action Item. Motion carried.

ACTION ITEM #8: The Committee recommends to approve to extend the COVID Family Leave to nonunion employees and TPOAM for the year 2022 effective February 22, 2022 as presented.

INFORMATION ITEM: Administrator Hannah informed the committee that she received in her email this morning a request for consent of election from the District Court group to create a bargaining union. Discussion and recommendation to approve request. Administrator Hannah will contact them.

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Karschnick. Motion carried. The meeting adjourned at 10:56 a.m.

Marty Thomson, Chairman

Lynn Bunting, Board Assistant