

PERSONNEL COMMITTEE
DRAFT - MEETING MINUTES
Wednesday, July 13, 2022
Howard Male Conference Room

The Personnel Committee met on Wednesday, July 13, 2022 at 11:00 a.m. in the Howard Male Conference Room.

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

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Erik Smith, Sheriff
Cash Kroll, Undersheriff
Christina Bednarski, Jail Administrator
Julie Jackson, Victim Assistance Coordinator
Jennifer Mathis, HR Specialist

Chair Marty Thomson called the meeting to order at 11:00 a.m.

Agenda was amended with the addition of the Crime Victims Advocate.

INFORMATION ITEM: Sheriff Erik Smith stated that the Undersheriff Deferred Compensation Retirement discussion was no longer applicable. After the review of candidates for Undersheriff, Cash Kroll was selected as the new Undersheriff. Cash states that he is ready to get to work and make Alpena a better place.

INFORMATION ITEM: Sheriff Smith presented recommendation to approve Cassidy Szatkowski, Sheriff Receptionist, an increase from Step 1 to Step 2 effective August 19, 2022. Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to approve the below action item. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the Sheriff's recommendation to pay Cassidy Szatkowski, Sheriff's Receptionist, a Step Increase from Step 1 to Step 2 effective August 19, 2022 as presented.

INFORMATION ITEM: Jail Administrator Sgt. Christina Bednarski presented the request to transfer funds of \$43,000 from the Corrections Officer line item (101-351-702.008) to a new line (101-351-702.009) for a Full-Time Master Control Operator. This needs to be transferred because it would be a different classification of employee. Future step increases would follow annual increases per the Union contract. Sgt. Bednarski says this is not adding additional payroll. Sgt. Bednarski is having a hard time finding qualified candidates for the Corrections Officer position. The job opening was posted on Indeed with a lot of interest. Eight (8) resumes were received with five (5) being eliminated because they previously applied and did not pass the background check.

Sheriff Smith strongly suggests that we have a staffing analysis done now that we are in the new building. The analysis is completely free and would take two (2) days to complete. Sgt. Bednarski expressed that we have a lot of programs that we are trying to implement, but do not have the staff or

the space. Sheriff Smith stated that when the new jail was being built, it was not taken into consideration managing Montmorency. The staffing analysis will concrete what we already have in place. Commissioners need more time to think about the staffing analysis and will be put on the agenda for the next meeting.

Sheriff Smith says that a Full Time Master Controller would allow noncertified Corrections Officers to fill in when needed. Moving internal employees would be quicker because they have already completed the background check and physical agility. Sgt. Bednarski asked if we could add a Letter of Understanding to either have 1 Full Time or 2 Part time employees. There is a recommendation to change the Letter of Understanding for the Full Board meeting July 26th, 2022. Motion was made by Commissioner Adrian and supported by Commissioner Karschnick to recommend the below action item. Motion carried.

ACTION ITEM #2 – The Committee recommends approval to authorize the transfer of funds from the Corrections Officer Wage line (101-351-702.008) to the Full-Time Master Control Operator line (101-351-702.009)

INFORMATION ITEM: Further discussion on Master Control operations. Motion was made by Commissioner Thomson and supported by Commissioner Adrian to approve a LoU change to present to the Full Board to let the Sheriff's Department have either 1 Full Time or 2 Part Time Master Control Operators as presented. Motion carried.

INFORMATION ITEM: Crime Victims Right Advocate, Julie Jackson, presented the request for a part time employee. Julie states that we never filled the part time position when she moved to the Full Time Coordinator position. This position is 100% grant funded and unused money goes back to the state each year. Julie says that there was \$30,000 unused last year and we are on track to have an excess of \$30,000 this year as well. The position would be hourly, part time, no benefits, and completely covered by the grant. Julie will discuss pay scale with Jennifer Mathis, HR Specialist. Motion was made by Commissioner Kozlowski and supported by Commissioner Karschnick to recommend the below action item. Motion carried.

ACTION ITEM #3 – The Committee recommends approval of a Part Time Crime Victim Advocate position. This is a grant funded position.

INFORMATION ITEM: County Administrator Mary Catherine Hannah spoke with both HUB and Assured Partners. Both providers will take all of our benefits to the market to compare rates. Both carriers mentioned double digit increases this year. There is no cost differential between HUB and Assured Partners. Administrator Hannah stated that Assured Partners has been very helpful the last few months. HUB offers HR services. The City of Alpena uses HUB and are happy with them. DPI also uses HUB and has been a loyal client of 8 years. Assured Partners has a physical location in town. County Administrator Hannah mentioned that HUB is always in Alpena but is fine with staying with Assured Partners. Discussion to stay with Assured Partners. Motion was made by Commissioner Adrian and supported by Commissioner Karschnick to recommend below action item. Motion carried.

ACTION ITEM #4 – The Committee recommends keeping current health benefits with Assured Partners, as presented.

INFORMATION ITEM: County Administrator Mary Catherine Hannah states that we have had inquiries from different departments on how the County handles "on call hours". County Administrator Hannah states that there have been issues where we need to reach employees after hours. Hannah states that the 88th District Court also wants "on call" pay. Commissioners would like to look into the

Magistrates job description to see if that already includes “on call” hours as a requirement. County Administrator Hannah informed the Committee that we will eventually need to create a policy for all departments. County Administrator Hannah says that our phonelines go through the County’s internet, which causes problems. Discussion and recommendation to look into further.

CLOSED SESSION: Moved by Commissioner Thomson and supported by Commissioner Karschnick to go into Closed Session for Union updates discussion. Motion carried. Closed Session at 12:04 p.m. and Opened Session at 12:30 p.m.

Roll call: All members present.

OTHER DISCUSSION: None.

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Karschnick. Motion carried. The meeting adjourned 12:31 pm.

Marty Thomson, Chairman

Jennifer Mathis, HR Specialist