

Personnel Committee Meeting

April 22, 2021 11:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair  
Dave Karschnick  
Bob Adrian

OTHERS PRESENT: Tammy Sumerix-Bates, Executive Manager  
Bonnie Friedrichs, County Clerk  
Wes Wilder, Maintenance Superintendent  
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Adam Koivisto, Michigan State University Extension District 14 Director, joined the meeting via telephone. An employee has provided their 2-week notice of resignation and Adam is seeking permission to fill the vacancy as soon as possible. The employee's last day of work is scheduled for April 29. This is a budgeted position. The employee presently works three days per week, Tuesday through Thursday. This is a part-time position with no benefits. Adam will work with Tammy Sumerix-Bates to get the job posted, advertised and filled as soon as possible.

Moved by Commissioner Adrian and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve to post, advertise if necessary and fill the clerical vacancy in the Michigan State University Extension office immediately.**

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, met the Committee regarding filling the Caretaker position. The current and prior caretaker agreements were reviewed as well as the fairgrounds' budget for 2020 and 2021. Moved by Commissioner Adrian and supported by Commissioner Karschnick to recommend to fill the Fairgrounds Caretaker position and send to the Building, Maintenance, Recreation and Insurance Committee for review/revision of the duties and compensation and this be taken to the special full-board meeting in May for action. Motion carried.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, brought to the Committee the issue of the drinking fountains being closed down due to COVID-19. She received an estimate of approximately \$2,000.00 for the remainder of the year for water coolers to be placed throughout the buildings. She

also presented information on drinking Fountains with a bottle filling station. The existing drinking fountain in the Courtroom lobby is broken and parts are no longer available for purchase, perhaps they can be taken off a spare fountain. FEMA reimbursement of drinking water was discussed. Calls will be made to get prices from local retailers for a pallet of bottled drinking water and the Committee concurred with purchasing bottled water.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, recommended to the Committee that when a vendor requests to use electronic invoicing to require the invoices also be sent to [countyclerk@alpenacounty.org](mailto:countyclerk@alpenacounty.org) to provide continuity if a department head leaves employment with the County or is out of the office for an extended period of time.

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

**ACTION ITEM #2: The Committee recommends to require vendors using electronic invoicing to email [countyclerk@alpenacounty.org](mailto:countyclerk@alpenacounty.org) in addition to the department head, as presented.**

Motion to adjourn by Commissioner Karschnick with support by Commissioner Thomson. Motion carried. The meeting adjourned at 11:56 a.m.

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Marty Thomson, Chairman

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Kim Elkie, Administrative Assistant