

PERSONNEL COMMITTEE  
MEETING MINUTES  
Wednesday, January 17, 2024  
Howard Male Conference Room

The Personnel Committee met on Wednesday, January 17, 2024 at 11:30 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Bill Peterson  
John Kozlowski

OTHERS PRESENT: Cash Kroll, Undersheriff  
Steve Mousseau, IT Director  
Kim Elkie, Director of Emergency Management and E911  
Mary Catherine Hannah, County Administrator  
Jennifer Mathis, Human Resource Specialist

CALL TO ORDER

Chair Fournier called the meeting to order at 11:30 a.m.

ROLL CALL

All members present.

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

APPROVE AGENDA

Commissioner Kozlowski amended the agenda to add the second proposal for the County Administrator search from Michigan Municipal League and add closed session for a personnel matter. Motion by Commissioner Kozlowski and supported by Commissioner Peterson to adopt the amended agenda. Motion carried.

INFORMATION ITEM The County has received two proposals from hiring firms for the County Administrator search from Amy Cell Talent and Michigan Municipal League. MML has different levels of searches. Commissioner Peterson said that he wants to use a company for the search for transparency reasons. Commissioner Fournier said that the County Commissioners can handle the hiring process themselves. County Administrator Hannah recommends for transparency purposes it would be best to hire an outside firm since one of our current commissioners has applied for the position. Amy Talent has three levels of proposals ranging from \$4,950 to \$18,500. Commissioner Kozlowski suggested that we should go with the middle level price at \$9,500. Commissioner Fournier does not want a firm because Frank Walsh firm hired County Administrator Hannah for Alpena County and then recruited her after two years for another County. We currently have three local candidates that have applied. Motion by Commissioner Peterson to go with the “value” proposal from Amy Cell at \$9,500 and will negotiate adding other search components. Support by Commissioner Kozlowski. Roll call was taken: AYES: Commissioners Peterson, Fournier, and Kozlowski. NAYS: none. Motion Carried.

**ACTION ITEM # 1: The Committee recommends approval of hiring Amy Cell Talent with the “value” package to assist with the hiring of a County Administrator.**

Motion by Commissioner Kozlowski to use AARPA funds to pay for the County Administrator search. Support by Commissioner Peterson. Roll call was taken: AYES: Commissioners Peterson, Fournier, and Kozlowski. NAYS: none. Motion carried.

**ACTION ITEM # 2: The Committee recommends approval of using AARPA funds to pay for the County Administrator search.**

INFORMATION ITEM Undersheriff Kroll discussed the staff shortage. The Sheriff's Department currently has one deputy working in the courts for security. They have limited staff and cannot leave the deputy in this position. Undersheriff Kroll would like to have three bailiffs to correct this so that we can put the court deputy back on the road. The Sheriff's Department has a retiree that would like to fill one of these bailiff positions but the employee handbook restricts hours that a retiree can work because of MERS. MERS has waived this restriction through the end of 2027 to assist with workforce needs. Motion by Kozlowski to approve the recommendation to amend the restriction on hours that a retiree can work through the end of 2027. Support by Commissioner Peterson. Roll call was taken: AYES: Commissioners Peterson, Fournier, and Kozlowski. NAYS: none. Motion carried.

**ACTION ITEM # 3: The Committee recommends approval of amending the restriction in the employee handbook on the amount of hours that a retiree can work through the end of 2027.**

INFORMATION ITEM There are two vacancies on NeMCMHA and 1 on the Parks and Recreation Committee. One of the current committee members (Eric Lawson) on NeMCMHA would like to renew their appointment. Commissioner Kozlowski asked how we would find someone that meets the qualifications for the NeMCMHA vacancy. County Administrator Hannah recommends that we put the job requirements in the job posting and reach out to MDHHS. Human Resource Specialist Mathis will reach out to MDHHS to find out if they have any recommendations and will advertise the vacancy. Human Resource Specialist Mathis will advertise the vacancies January 18<sup>th</sup> through February 1<sup>st</sup>, 2024 and we will conduct interviews at the next Personnel Committee meeting on February 6<sup>th</sup>, 2024. Commissioner Peterson made the recommendation to reappoint Eric Lawson and to advertise for (1) vacancy on NeMCMHA and (1) vacancy on Parks and Recreation Committee. Motion by Commissioner Peterson and support by Commissioner Kozlowski.

INFORMATION ITEM Human Resource Specialist Mathis informed the commissioners that the Union contracts for TPOAM, District Court, and E911s expire at the end of this year. We will begin negotiations in June or July and Human Resource Specialist Mathis will remind the Commissioners in May.

INFORMATION ITEM IT County Administrator Hannah said that the IT Director would like to start preparing for retirement. The IT Director proposes that he starts to cut his hours down and goes to part time, and the Assistant Director steps up to IT Director position. IT Director Steve Mousseau plans to fully retire at the end of the year and Assistant Director Logan Kemp will take over as the IT Director. IT Director Mousseau's salary will drop 50% if he drops down to part time during the transition. Assistant Director Kemp's pay will increase as he picks up more tasks and should be at the full IT Directors pay at the beginning of 2025. Commissioner Fournier suggests transparency and we need to advertise in the paper. Commissioner Kozlowski said that if we have an internal candidate there is not a problem doing an internal transfer. IT Director Mousseau would like to be part time by April or May. County Administrator Hannah said that a lot of the big IT projects have

been accomplished and we may be able to cut down the staff to two people for the next 3-5 years. Motion by Commissioner Kozlowski to move forward with Mousseau going to part time by May 1<sup>st</sup>, 2025. Support by Peterson. Roll call was taken: AYES: Commissioners Peterson, Fournier, and Kozlowski. NAYS: none. Motion carried.

**ACTION ITEM # 4: The Committee recommends approval of moving IT Director to part time with a reduction in salary effective May 1<sup>st</sup>, 2024.**

INFORMATION ITEM: Human Resource Specialist Mathis presented an updated employee handbook draft. Our attorney contact through GuardianHR helped rewrite our handbook to update our compliance with state laws. Human Resource Specialist Mathis will update the handbook to add that drug screening and onboarding paperwork must be completed prior to start date. Human Resource Specialist Mathis will update formatting on handbook draft. Teleworking update has been made in the updated employee handbook draft. There are different circumstances that may allow for teleworking. Commissioner Kozlowski does not want this to be abused. Motion by Peterson supported by Commissioner Kozlowski to approve handbook to send to full board.

INFORMATION ITEM: County Administrator Hannah discussed the concerns with timecard entry for salary employees. The auditor was previously concerned with tracking PTO for salaried employees. We are tracking PTO for salary employees. Auditor has no concerns with time tracking at this time.

INFORMATION ITEM: County Administrator Hannah presented the job title and description change for the Assistant to the County Administrator and Finance Specialist job. Commissioner Kozlowski is concerned with education requirements and concerned that there will be a salary increase requested in the future. County Administrator Hannah said that all positions will eventually need salary increases. County Administrator Hannah said that this is work that is already being done in the commissioner's office. Motion by Commissioner Peterson and supported by Commissioner Kozlowski to send it back to the Full Board. Motion carried. Roll call was taken. AYES: Commissioners Fournier and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

**ACTION ITEM # 5: The Committee recommends approval to send the job description and title change for the Assistant to the County Administrator and Finance Specialist to the Full Board.**

INFORMATION ITEM: Human Resource Specialist Jennifer Mathis updated the commissioners on the monthly separations.

Motion by Commissioner Kozlowski with support by Commissioner Peterson to go into closed session at 12:44pm.

Open session: 12:50pm.

Roll call. All present.

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Peterson. Meeting adjourned at 12:51pm.

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