

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Wednesday, October 4, 2023
Howard Male Conference Room

The Personnel Committee met on Wednesday, October 4, 2023 at 1:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Jesse Osmer, Chair
 John Kozlowski
 Burton Francisco
 Bill Peterson

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
 Keri Bertrand, Clerk
 Kim Elkie, Director of Emergency Management
 Ted Somers, Equalization
 Catherine Murphy, Register of Deeds
 Wes Wilder, Maintenance Superintendent
 Steve Mousseau, IT Director
 Steve Shulwitz, The Alpena News
 Jennifer Mathis, Human Resource Specialist

CALL TO ORDER

Chair Jesse Osmer called the meeting to order at 1:00 p.m.

ROLL CALL

All members present.

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

APPROVE AGENDA

Chair Osmer presented the agenda for approval. Commissioner Osmer would like to move the County Administrators evaluation to the bottom of the agenda. Moved by Commissioner Francisco and supported by Commissioner Peterson to adopt the agenda as presented. Motion carried.

INFORMATION ITEM Commissioner Francisco and Commissioner Kozlowski would like to revise the committee applications next year. Commissioner Osmer and Commissioner Francisco requested a list of when vacancies are up for current committees. Applications for current vacancies are due October 17th, 2023. The Personnel Committee will conduct the interviews in November. The Chair of the committees can give their recommendation to the Personnel Committee but only the Personnel Committee will vote. The Personnel Committee will give their recommendation to the Full Board of commissioners, and they will make the final appointment.

INFORMATION ITEM: The Director of Emergency Management, Kim Elkie, presented to change the name of the “Assistant Management Director” to “Deputy Director” because it has a different connotation to it. Commissioner Kozlowski asked if there would be a change in salary. There will be no change in pay or job description. Motion by Commissioner Peterson. Support by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: County Administrator was asked by the Planning Commission to review the current per diems as they have not been modified in a few years. The Human Resource Specialist, Jennifer Mathis, reached out to nearby Counties and collected their current per diem rates. Alpena County Commissioner salaries are higher but per diems are lower. For budgetary reasons, the committee would like to consider \$40/\$80 and \$40/\$60 and will be discussed at Full Board.

INFORMATION ITEM: A spreadsheet has been provided to the committee that shows a breakdown of nonunion, elected officials and commissioners salaries with options of a 3%, 4% and 5% pay increase for 2024. Commissioner Peterson recommends leaving the commissioners pay the same for 2024. Motion by Commissioner Peterson and supported by Commissioner Kozlowski. Motion carried.

Commissioner Osmer recommends that the nonunion and elected officials receive a 4% bonus instead of a wage increase in 2024. Commissioner Peterson recommends a 4% pay increase for the elected officials and the nonunion employees for budgetary purposes. Commissioner Francisco recommends a 4.5% wage increase. Commissioner Peterson said that we can look at 4.5%-5% increase after we see the numbers in the budget. Commissioner Peterson made a motion for a 4% pay increase for budgetary purposes. Supported by Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: Health insurance renewals came in at a 4.7% increase. The deductible for the HSA plan increased from \$3,000 to \$3,200 this year. The deputy and 911 unions previously negotiated the “same or better healthcare coverage” in their contracts. The HR specialist drafted moving all employees to the high deductible plan and it saved the County approximately \$19,000 on premiums, but once we took into consideration the County’s contribution to the HSA accounts, there was not a cost savings to the County. The County currently contributes \$1000 “seed” money for employee’s HSA accounts and offers an additional \$1000 “employee match”. The health steering committee would like to “tier” the match for single, double and family plans. The suggested tier is \$1,000 for single, \$1,500 for double, and \$2,000 for family coverage. Voluntary coverages being added at no cost to the county in 2024 include pet insurance and voluntary life insurance. We also received information on an Employee Assistance Program through Ulliance that would offer additional mental health coverage. The cost to the County would be \$7,500 to cover all of our employees. If there was a catastrophic event this program would offer a lot of assistance. Recommendation by Commissioner Peterson and supported by Commissioner Francisco to renew current health insurance. Recommendation to “tier” the employee HSA match. Motion by Francisco and supported by Commissioner Peterson. Motion carried.

ACTION ITEM #1: The Committee recommends to approve the renewal of the current health insurance as presented.

ACTION ITEM #2: The Committee recommends approval to tier the HSA County match as follows: \$1,000 for single; \$1,500 for double; and \$2,000 for family coverage as presented.

INFORMATION ITEM: A current maintenance employees presented a resignation letter and will be retiring at the end of the year. The maintenance superintendent would like to begin advertising for the position.

INFORMATION ITEM: The commissioners, elected officials and department heads completed an evaluation for the County Administrator. Commissioner Francisco and Commissioner Peterson reviewed the evaluation with the administrator earlier this week. The County Administrator said that the anonymous evaluations are hard to respond to and make it difficult to make corrective actions. The County Administrator recommends a discussion with the commissioners to decide the duties and expectations of the County Administrator. The County Administrator would like a follow up with commissioners to decide strategic goals for 2024-2025 and decide where the board should focus time and attention and where the administrator should focus time and attention. Commissioner Kozlowski would like the verbiage from the evaluation used last year moving forward. Commissioner Peterson recommends 1-3 scale. Commissioner Kozlowski doesn't like 1-3 scale. Total average from commissioners is 3.42. The final review will go to full board.

Next meeting: Tuesday, November 7, 2023 at 12:00 p.m. in the Howard Male Conference Room

Motion to adjourn by Commissioner Peterson with support by Commissioner Francisco. Motion carried. The meeting adjourned at 2:39 p.m.

Jesse Osmer, Chairman

Jennifer Mathis, HR Specialist

jmm