

PERSONNEL COMMITTEE
MEETING MINUTES
Tuesday, November 4, 2025
Howard Male Conference Room

The Personnel Committee met on Tuesday, November 4, 2025, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair
Todd Britton
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator
Keri Bertrand, County Clerk
Cindy Cebula, County Treasurer
Jennifer Mathis, Human Resources Specialist

CALL TO ORDER

Chair Fournier called the meeting to order at 11:57 p.m.

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

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Moved by Commissioner Britton and supported by Commissioner Kozlowski to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT

None.

COUNTY ADMINISTRATOR EVALUATION

Chair Fournier presented the annual evaluation for County Administrator Jesse Osmer reporting an average score of 4.5 out of 5. Commissioner Konarzewski is currently traveling, and his evaluation will be included in the average once submitted. The Committee members agreed that Administrator Osmer is doing a good job and discussion was made on a salary increase.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to recommend a 3.5% pay increase for the County Administrator as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval of a 3.5% pay increase for the County Administrator for FY2026 as presented.

JOB TITLES IN COMMISSIONERS' OFFICE

Administrator Osmer presented the following: 1) Updated job descriptions for the County Administrator and Executive Assistant to the Board of Commissioners; and 2) a title change request for the Human Resource Specialist to the Deputy County Administrator along with an updated job description for review and approval.

Administrator Osmer noted two changes to the County Administrator job description: 1) Add the word “ensuring” after “Responsible for...” under Essential Functions bullet 19; and 2) Remove the word “local” under Experience in the first bullet point.

Administrator Osmer noted a change to the Deputy County Administrator’s job description under Requirements bullet point 1 to add the sentence “Prior experience will be considered in lieu of a degree”.

Motion was made by Commissioner Fournier and supported by Commissioner Britton to recommend approval of the job descriptions with edits and HR Specialist title change as presented. Roll call vote was taken: AYES: Commissioners Britton and Fournier. NAYS: Commissioner Kozlowski. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the updated job descriptions for the Commissioner’s Office and the title change from Human Resources Specialist to Deputy County Administrator as presented.

911 DIRECTOR PAY

Administrator Osmer reported Chair Fournier had asked for the 911 Director pay scale to be brought back to this meeting for further consideration regarding the \$10,000 that was added for 911 Director Kim Elkie taking on the additional duties of the Emergency Manager. Administrator Osmer will work with 911 Director Elkie and bring a recommendation to the next board meeting.

PAYROLL ADJUSTMENT

Administrator Osmer presented a revised payroll adjustment memo from October 7th to include the Prosecuting Attorney.

Moved by Commissioner Britton and supported by Commissioner Kozlowski to recommend approval of the revised payroll adjustment memo as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the revised payroll adjustment memo from October 7, 2025, to include the Prosecuting Attorney as presented.

EMPLOYEE SEPARATIONS

Human Resources Specialist Jennifer Mathis reported the following employee separations:

1. Animal Control Shelter Supervisor

ADJOURNMENT

Moved by Commissioner Britton and supported by Commissioner Kozlowski to adjourn the meeting. Motion carried. The meeting adjourned at 12:33 p.m.

Brenda Fournier, Chair

kvm