

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, May 6, 2025  
Howard Male Conference Room

The Personnel Committee met on Tuesday, May 6, 2025, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Todd Britton  
Lucille Bray, (sitting in for Commissioner Kozlowski)  
John Kozlowski, (excused)

OTHERS PRESENT: Jesse Osmer, County Administrator  
Jennifer Mathis, Human Resource Specialist  
Kim Elkie, EM & E911 Director (zoom)  
Mandy Smith, Register of Deeds  
Erik Smith, Sheriff

CALL TO ORDER

Chair Fournier called the meeting to order at 12:00 p.m.

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

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Motion was made by Commissioner Britton and supported by Commissioner Bray to approve the agenda with removal of item one under County Administrator – TPOAM Letter of Understanding as presented. Motion carried.

PUBLIC COMMENT

None.

INFORMATION ITEM

Emergency Management and E911 Director Kim Elkie is seeking approval to begin the recruiting and hiring process of a 911 dispatcher ahead of a planned retirement later this year. Training for a new dispatcher is approximately 16 weeks long. There are enough funds that can be transferred to the Dispatcher Wage line item within the budget.

Motion was made by Commissioner Bray and supported by Commissioner Britton to recommend approval to begin the recruitment and hiring process of a 911 dispatcher as presented. Roll call vote was taken: AYES: Commissioners Bray, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to begin the recruiting and hiring process of a 911 dispatcher ahead of a planned retirement later this year as presented.**

#### INFORMATION ITEM

County Administrator Jesse Osmer reported there was a previous discussion on partnering with Montmorency County and hiring an Emergency Manager but for the time being they have chosen to withdraw moving forward. Notice of the position has already gone out and many qualified applicants were received. Administrator Osmer recommends Alpena County moving forward with filling the position which would require the county for the time being to absorb \$45,000 in additional funds that we would have gotten from Montmorency.

Motion was made by Commissioner Britton and supported by Commissioner Bray to recommend approval to move forward with filling the Emergency Management position without Montmorency County as presented. Roll call vote was taken: AYES: Commissioners Bray, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to move forward filling the Emergency Management position without partnering with Montmorency County as presented.**

#### INFORMATION ITEM

Administrator Osmer presented the Fairgrounds Park Management Employment Agreement for review and approval. There is a slight increase in compensation and the agreement will now run through the end of the year.

Motion was made by Commissioner Bray and supported by Commissioner Britton to approve the Fairgrounds Park Management Employment Agreement as presented. Roll call vote was taken: AYES: Commissioner Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the Fairgrounds Park Management Employment Agreement effective May 1, 2025, through December 31, 2026, as presented.**

Administrator Osmer reported they have hired a new Grounds & Maintenance employee that will be starting soon pending drug testing and training.

INFORMATION ITEM: HR Specialist Jennifer Mathis reported the following employee separations:

- The two Long Lake Park co-managers
- Retirement of the Airport Manager
- Retirement of the Maintenance Superintendent

#### OTHER DISCUSSION

Register of Deeds Mandy Smith inquired about the TPOAM Letter of Understanding being tabled and if the union would have a chance for discussion on the letter. Administrator Osmer reported once the Committee has discussed the letter it will go to the Full Board for consideration and further discussion.

CLOSED SESSION

The Committee went into closed session at 12:11 p.m. for personnel discussion with Prosecuting Attorney Cynthia Muszynski and opened session at 12:22 p.m. All committee members present.

Motion was made by Commissioner Britton and supported by Commissioner Bray to recommend approval to hire Elizabeth Reed under contract as presented. Roll call vote was taken: AYES: Commissioners Bray, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #4: The Committee recommends approval for the Prosecutor's Office to hire Elizabeth Reed under contract and allow the County Administrator to make the necessary budget adjustments as presented.**

**\*Next Meeting: Tuesday, June 3, 2025, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion was made by Commissioner Bray and supported by Commissioner Britton to adjourn the meeting.

The meeting adjourned at 12:24 p.m.

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Brenda Fournier, Chair

kvm