

PERSONNEL COMMITTEE
MEETING MINUTES
Tuesday, February 6, 2024
Howard Male Conference Room

The Personnel Committee met on Tuesday, February 6, 2024, at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair
Bill Peterson
John Kozlowski

OTHERS PRESENT: Jennifer Mathis, Interim County Administrator/Human Resource Specialist
Commissioner Burt Francisco
Steve Mousseau, IT Director
Kim Elkie, Director of Emergency Management and E911
Kim MacArthur, Board Assistant
Temi Fadayomi, Alpena News
Dave Guthrie

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

The Personnel Committee held an interview with applicant Dave Guthrie for the open position on the Alpena County Parks & Recreation Commission. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval to appoint Dave Guthrie to the Alpena County Parks and Recreation Commission as presented. Motion carried.

ACTION ITEM #1: The Committee recommends approval to appoint Dave Guthrie to the Alpena County Parks & Recreation Commission for the term beginning immediately and ending December 31, 2026, as presented. Motion carried.

APPROVE AGENDA

Chair Fournier presented the agenda for approval. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to adopt the agenda with the following addition: Closed Session – Personnel Issue. Motion carried.

INFORMATION ITEM: IT Director Steve Mousseau presented a part-time work proposal for the Committee to review (attachment #1). Director Mousseau's previous proposal to go part-time was approved by the Board but nothing was discussed regarding compensation. Director Mousseau is requesting to transition down to 30 hours per week, including benefits, for one to two months and then go down to 20 hours per week with no benefits. Discussion on compensation for the current Assistant IT Director will be made at a future meeting. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to recommend the following action item as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the IT Director’s request to work full time, with benefits, at 30 hours per week at a rate of \$39.76 per hour for a period of 30 days effective May 1, 2024. During the 30-day period, the IT Director has the option to transition down to part time, with no benefits, at 20 hours per work week at a rate of \$39.76 per hour. If during the 30 days the IT Director has not already transferred down to part time, the Director will move to 20 hours per week as presented.

INFORMATION ITEM: Interim County Administrator and HR Specialist Jennifer Mathis presented draft Commissioner’s Office job descriptions for the Committee to review (attachment #2). Discussion was made whether to change the job description and title for both employees in the Commissioner’s Office or have two different positions. It was noted in the current job description for the Board Assistant that the job is “Salary, Exempt” and it should read “Hourly, Non-Exempt”. The current job title for this position is Board Assistant and the proposed title would be changed to Board Assistant & Finance Specialist. Commissioner Kozlowski read the Committee some of the items a Finance Specialist does and believes this would not be an appropriate title for the position. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend the following action item as presented. Roll call vote was taken: AYES: Commissioners Kozlowski, Peterson, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval to update the current job description for Board Assistant and to change the title of Board Assistant to Board Assistant & Accounts Specialist for both employees in the Commissioner’s Office as presented.

Interim Administrator Mathis presented an updated Human Resources Specialist job description and title change for review. The proposed title would be changed from Human Resources Specialist to Deputy County Administrator. The updated job description would incorporate all the current job duties of the HR Specialist plus include duties to act on behalf of the County Administrator in their absence. Discussion was made to hold off until a new County Administrator is hired so they can input their recommendations.

Interim Administrator Mathis presented an updated County Administrator job description for review. Commissioner Kozlowski suggested sending Amy Cell Talent the original job description for them to review and update.

INFORMATION ITEM: Interim Administrator Mathis reported the updates made to the Employee Handbook were not approved due to some corrections that needed to be made. Included in that meeting was an amendment to the handbook regarding the rehire of a retiree (attachment #3). This item was pulled along with the handbook and should have been a separate item for approval. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval of the following action item as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of amending the restrictions in the Employee Handbook on the number of hours that a retiree can work through the end of 2027 as presented.

INFORMATION ITEM: Interim Administrator Mathis presented discussion on the eligibility enrollment period for benefits. Currently, if an employee goes from part time to full time there is no waiting period for benefits to begin. With Short-Term Disability and Life Insurance there is a waiting period of 30 days. Interim Administrator Mathis is requesting the waiting period language be waived to match with the other benefits, so employees are eligible for short term disability and life insurance on the first day they become full time. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to recommend the following action item as presented. Motion carried.

ACTION ITEM #5: The Committee recommends approval to remove the 30-day waiting period for Short Term Disability and Life Insurance, so both benefits go into effect as soon as a part time employee becomes full time as presented.

INFORMATION ITEM: Discussion was made on Amy Cell Talent. The agency sent over a contract for review and signature. As part of the contract the County is allowed 5-10 intake interviews and anything over 10 interviews the County will be charged an hourly rate. Each interview takes approximately half an hour. Amy Cell is based out of Ann Arbor and if they are needed to come to Alpena there would be a travel expense but there is no extra cost for virtual meetings. Amy Cell would like to have a planning meeting to define a timeline and milestones. The Personnel Committee will meet with Amy Cell Talent on Friday, February 9, 2024, at 12:30 p.m. via Zoom for an initial meeting.

INFORMATION ITEM: Interim Administrator Mathis updated the Committee on January's employee separations from the County.

Motion by Commissioner Peterson with support by Commissioner Kozlowski to go into closed session at 12:49 p.m.

Open session: 1:02 p.m.

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Peterson. Meeting adjourned at 1:03 p.m.



Brenda Fournier, Chair

kvm