

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

The Personnel Committee met on Wednesday, 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 restriction 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, Chairman

kvm

Alpena County I.T. Department

I.T. Director: Steve Mousseau
 720 W. Chisholm St
 Alpena, MI 49707
 989-354-9585



DATE: January 31, 2024
 TO: Alpena Commissioners
 FROM: Steve Mousseau, I.T. Director
 SUBJECT: Part Time

I originally looked at reducing my time down to 30 hours per week, which is considered full time, but since the department is running more efficiently, decided to consider moving to 20 hours per week. An estimate of cost savings is presented below:

| | Full Time – 40 Hours * @ \$39.76 / Hour | Full Time – 30 Hours @ \$39.76 / Hour | Part-Time – 20 Hours @ \$39.76/ Hour |
|-------------|--|--|---|
| Base Salary | \$82,711 | \$62,035 | \$41,350 |
| Medical | 4,800 | 4,800 | 0 |
| MERS | 5,790 | 4,342 | 0 |
| Stipend | <u>1,500</u> | <u>1,500</u> | <u>1,000</u> |
| Total | \$94,801 | \$72,677 | \$42,350 |

Annual Savings at 30 hours \$22,125

Annual Savings at 20 hours \$52,450

* Calculations were reviewed by HR

My request is to work part time at 20 hours per week on a flat salary that is less than half of my current compensation package as proposed above.

I will use my remaining PTO time prior to May 1. There would be no change in wages for the Network Tech as part of this process. The Assistant IT Director would have a pay increase somewhere near the end of the year due to the increase in responsibilities. I propose that his wage be increased from \$29.54 to \$35.00 (\$873.60 increase for one month) at that time.



Job Title: **Board Assistant and Accounts Specialist**
 Reports To: County Administrator
 FLSA Status: ~~Salary, Exempt~~, hourly, non-exempt, Full Time (40 hours per week)
 Approved/Revised: _____, 2024~~1~~

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General Summary:

Under the supervision of the County Administrator for the Board of Commissioners, the Board Assistant and Accounts Specialist works in the County Commissioner's Office. Responsible for supporting County Administrator and County Commissioners as directed. Ensures the efficient day-to-day operation of the office.

Essential Functions:

1. Administrative and clerical support, including but not limited to, scheduling, writing correspondence, emailing, handling visitors, routing callers and answering their requests.
2. Prepares confidential and sensitive documents, agendas for meetings, statistical reports, spreadsheets and budget reports. Also handles travel arrangements and reservations for County Administrator and Commissioners.
3. Works with department heads, elected officials, and others to collect materials for Board and Committee meetings and assembles and distributes meeting packets. Drafts Board resolutions and special tributes as assigned. Collects information from all Commissioner Committee meetings and provides a condensed report to all Commissioners.
4. Following Board and Committee meetings, follow-up on agenda items, such as placing on agenda of another committee, sending information to legal counsel, preparing documents for signature, or other action.
5. Operates office equipment, such as photocopy machine, scanner, fax, and computer and is proficient in MS Office, Word, WordPerfect and Excel programs.
6. Coordinates committees, schedules conference rooms, notifies members of both meeting cancellations and new meetings. Assists with grant approval process.
7. Maintains and files hard copies of documents and electronic filing system. Responsible for keeping indexes and managing the filing systems.
8. Assists with maintaining Alpena County's liability and property insurance records and keeps official records of all minutes and contracts/grants/leases/agreements. Responsible for making sure contracts/grants/leases/agreements are up to date, have legal department review and maintain current insurance requirements.
9. Responsible for real and liability insurances for the County; monitoring policies and claims, working with agents on policy renewals, changes and reporting.
10. Responsible for working directly with auditor and County Treasurer on annual audit and

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responsible for asset tracking in accounting software.

11. Assists with ensuring that the Board's direction is carried out and County policies, rules, regulations, and services are properly implemented.

6-12. Responsible for grants management, tracking and compliance reporting.

7-13. Acts as an Assistant Freedom of Information Act Coordinator. Responsible for preparing responses or referring requests for Freedom of Information Act requests. Consults with the County Administrator on requests.

8-14. Assists County Administrator and Commissioners with special projects which may include research and/or obtaining dates and reports from other entities.

9-15. Upon request, takes minutes of meetings and transcribes meeting notes, including preparation of minutes for designated Committees.

10-16. Coordinates the maintenance of office equipment and supplies.

17. Has the ability to communicate effectively both verbally and in writing, and to multitask and prioritize.

11-18. Works in coordination with the Board Assistant.

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~~19. Works in coordination with the Board Secretary position. May work with other Department Heads/Directors in the future to learn their computer programs and assist their operations.~~
~~12.~~

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This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Associate Degree or some college courses.

Experience: Minimum 3 years of progressively more responsible secretarial/administrative experience in areas such as word processing or office management.

Personal Characteristics: Competence in ethical behavior, relationship building, teamwork, problem identification and solving, organization, decision-making and communication, and understanding of strict confidentiality rules.

Other: Valid Michigan driver's license. Pass extensive background check.

Hours of Work: 40+ hours per week. Must be able to vary schedule when necessary - may include evenings and/or weekend meetings and other projects as necessary.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements and Working Conditions:

- Ability to access departmental files (current and past).
- Ability to enter and retrieve information from computers.
- Ability to access meeting rooms of Board of Commissioners.
- Ability to operate office equipment.
- Ability to spend long hours sitting and using office equipment and some light lifting of supplies and materials from time to time.
- Ability to work in busy office environment and complete tasks within tight deadlines.
- Ability to travel to various meeting sites.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the aforementioned requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____ Date _____



ALPENA COUNTY SHERIFF'S OFFICE

Sheriff Erik W. Smith Undersheriff Cash J. Kroll
4900 M32 W, Alpena, Michigan 49707

Phone (989) 354-9830 · Fax (989) 340-1008 · www.alpenasheriff.com

Employee Handbook Policy Exception

Current Bailiff Status

Currently employ two irregular part time bailiff positions.

- One bailiff is currently on a leave of absence until April of 2024.
- The bailiff currently working in District Court will be taking a leave of absence in March of 2024 for five weeks.
- These vacancies require the office to pull Deputies from Road Patrol duties creating a void of law enforcement services in the county.

The Sheriff's Office created a court liaison assignment in 2023 and filled it with a Deputy to assist with bailiff duties and court security issues. This Deputy performs bailiff duties and transports as needed to fulfill the required needs.

Proposed Plan for 2024

The Sheriff's Office would like to hire one irregular part time bailiff to perform bailiff duties in 2024. These personnel changes would fill the current needs listed below.

- 1 Bailiff to cover Circuit Court Duties two days a week every other week at 7 hours per day and would be approximately 48 days a year.
- 1 Bailiff to cover Family Court duties two days a week for approximately 10 hours per week on an irregular basis for a total of 72 days per year.
- 1 Bailiff in District Court to cover District Court duties for 20 hours a week.
- 2024 Budgeted amount for bailiffs is approximately \$65,000 and I believe that implementing the new plan could be accomplished for around \$30,000.

The Sheriff's Office is currently down to one bailiff and will have no bailiffs in March of 2024. Hiring an additional part time irregular bailiff would offer several benefits to the Sheriff's office for the following reasons:

- Fill the current vacancy created by the bailiff on a leave of absence and help cover the future vacancy.
- More consistent scheduling of bailiff assignments.
- Allow for the Court Liaison Officer to assist with Road Patrol needs.
 - Court Liaison Officer is covering numerous bailiff duty gaps as needed but is unable to cover the current vacancies.
 - Currently MSP has been assisting Oscoda County due to staffing issues and leaving the county with only one or no trooper on at a time.
 - This situation may continue for an extended period of time.

The Sheriff's Office would like the ability to hire a retiree to fill the irregular part time bailiff positions. The bailiff position is hard to find qualified applicants willing to work an irregular part time position with varying hours and work schedules. The Sheriff's Office has a candidate who is a retiree and has been rehired on a part time basis for a grant position working 10 hours a week through District Court. We would like to utilize this same person for bailiff duties in Family Court. This would not create a conflict with the employees MERS retirement benefit. Also, the hiring of an additional bailiff would not be a labor contract issue. I am requesting an exception from section 3.7 of the Employee Handbook, **Re-Employment of Retirees**, for the irregular part time employee that is anticipated to last 6 months. A copy of the pertinent sections is listed below.

Re-Employment of Retirees

An individual is considered to be a County retiree when he/she is being paid a retirement allowance from MERS on account of service with the County. A County retiree may not be employed to fill a full-time position, a regular part time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular position that is anticipated to last 6 or more months. The County may make exceptions to this policy in instances where the County Board of Commissioners determines that the services of the retiree are essential to the continued functioning of the County and there are no other qualified individuals available to perform these services.

- 1.) The County will not accept an application for re-employment from a County retiree until that retiree has been off the County payroll for at least thirty (30) days.
- 2.) The application of a retiree will not normally be considered to fill a full-time position, a regular part time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular full-time position that is anticipated to last more than 6 or more months.
- 3.) In instances where the County is unable to fill a full-time position, a regular part-time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular position that is anticipated to last 6 or more months because there are no other qualified individuals available to perform a particular position, the County may consider an application from a retiree for that position. In order to consider a retiree for such a position, the County will be required to verify that normal recruitment efforts have been unsuccessful and that no other qualified applicants for the position have been located.
- 4.) A retiree hired to fill a full-time position or a regular part-time position in which the individual will be regularly scheduled to work at least ten days per month will be hired as a temporary employee and may only retain that position until the County is able to secure a qualified applicant for that position who is not a County retiree.
- 5.) Re-employed retirees are not eligible for any benefits.