

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, March 7, 2023  
Howard Male Conference Room

The Personnel Committee met on Tuesday, March 7, 2023 at 11:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Burt Francisco, Chair (Sitting in for Dave Karschnick)  
John Kozlowski  
Bill Peterson  
Dave Karschnick, (Excused)

OTHERS PRESENT: Mary Catherine Hannah, County Administrator  
Keri Bertrand, County Clerk  
Erik Smith, Sheriff  
Cash Kroll, Undersheriff  
Ryan Brege, Alpena County Road Commission  
Tom Spaulding, Alpena County Road Commission  
Gerald Lucas, Alpena County Road Commission  
Kim MacArthur, County Board Assistant

Chair Burt Francisco called the meeting to order at 11:00 a.m.

Motion to adopt the agenda by Commissioner Kozlowski and supported by Commissioner Peterson. Motion carried.

INFORMATION ITEM: Chair Francisco updated the Committee that the vacancy for District 6 on the Older Person's Committee has been filled by John Male. The Older Persons Committee members are now complete.

INFORMATION ITEM: Chair Francisco presented two members to be appointed on the Central Dispatch Committee. The representative for the Townships Association will be Dan Hibner and the Private Citizen at Large will be Edna Sorenson each for a two-year term beginning January 1, 2023 and ending December 31, 2024. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend the action item below. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve the reappointment of Edna Sorenson to the Central Dispatch Committee as a Private Citizen at Large for a two-year term (01.01.23 through 12.31.24) as presented.**

INFORMATION ITEM: County Administrator Mary Catherine Hannah discussed Sheriff and Undersheriff MERS retirement benefits. When union contracts were negotiated last year, a lot of shifting and adjustments were made, and the Sheriff and Undersheriff were moved into B3 which is a different unit than they had previously been in for MERS. There is a Letter of Understanding that was carried forward and re-executed which states both the Sheriff and Undersheriff are allowed to remain in the B4 defined benefit program. When the Sheriff and Undersheriff received wage



increases, they did not get the entire increase due to the understanding that they were included in that B4 defined benefit program. The County's MERS representative said there is a way to shift them into a different division within MERS to be included in B4. Administrator Hannah reported they can be moved over into the B4 only with the Board's approval. By moving to B4 the County would have to contribute \$13,416 total for both the Sheriff and Undersheriff, per year based on the current valuation report. The Committee would like more discussion when HR Specialist Jennifer Mathis is available for questioning at the next Personnel Committee meeting.

INFORMATION ITEM: Administrator Hannah presented discussion on increasing Alpena County Road Commission board members. The reasoning behind the discussion is a difference of opinion among the existing road commissioners and to increase the number of members would be a possible solution to negotiating those differences. Alpena County Road Commission Director Ryan Brege reported that there is a large divide of opinion on the board. They have had 3 members on this board for a long time and he would like the Committee to think through the reasoning of going to a 5 member board. The Road Commission does not have a general fund budget and costs incurred year to year are very similar unless something big was to come up during that year. Adding two members to their board would negatively impact them with an extra cost of \$27,000 per year. Commissioner Kozlowski presented statistics on other Michigan Counties that are much larger than Alpena County and most have only 3 members on their Road Commission boards. Ryan suggested a County Commissioner attend the Road Commission meetings so they can have a better understanding and be able to report back to the rest of the Board of Commissioners. Board Chairman Bill Peterson will bring the discussion to the next Finance Ways & Means Committee meeting to appoint a liaison to the Alpena County Road Commission Board.

INFORMATION ITEM: Administrator Hannah discussed current rules and processes for committee appointments. Currently, there is no process for appointments other than in the rules of order it states the Chairman ultimately makes the appointment. Administrator Hannah researched other Counties and a vast number do not have an interview process. Discussion was made on the vagueness of the application, and that it needs to be more in depth to get to know the candidate better. The Committee would like to keep the interview process as part of the appointments. Most Counties leave their openings up year-round for people to apply and if a vacancy occurs, they call those that have applied to see if they are still interested. Administrator Hannah and HR Specialist Jennifer Mathis will work together to create an appointment process with a better application and bring back to the Committee for review.

INFORMATION ITEM: Administrator Hannah updated the Committee on 88<sup>th</sup> District Court payroll issues. The 88th District Court is the newest union and there have been complaints about paychecks since the contract went into effect as of October 1, 2022. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to support the current policy/practice of paying 1.5x pay rate as overtime or comp for any hours worked over 40 per pay period. Motion carried.

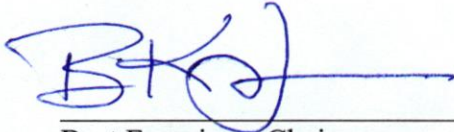
INFORMATION ITEM: Administrator Hannah presented discussion on establishing timelines for health insurance and other benefit renewals. Nothing was bid out in 2022 and the bidding process is for the agent, not the carrier. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to start the bidding process for a benefits renewal agent as presented. Motion carried.

OTHER DISCUSSION: Commissioner Kozlowski stated some of the information in the Employee Portal is not valid and needs to be updated. Administrator Hannah reported Jennifer Mathis is the process of cleaning up the portal.

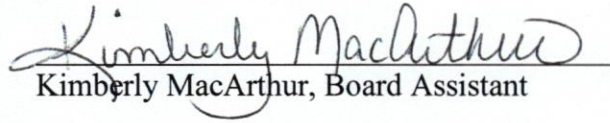
Commissioner Peterson stated the MAC Conference scheduled in April is the same day as the Full Board meeting and suggested the meeting be moved to Thursday, April 27. The Committee members agreed, and Commissioner Peterson will bring to the Finance meeting on March 14.

**Next meeting: Tuesday, April 4, 2023 at 11:00 a.m. in the Howard Male Conference Room**

Motion to adjourn by Commissioner Peterson with support by Commissioner Kozlowski. Motion carried. The meeting adjourned at 12:18 p.m.



Burt Francisco, Chairman



Kimberly MacArthur, Board Assistant

kvm