

PERSONNEL COMMITTEE  
MEETING MINUTES  
Wednesday, January 11, 2023  
Howard Male Conference Room

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

COMMISSIONERS PRESENT: Dave Karschnick, Chair  
Burt Francisco  
Brenda Fournier  
Travis Konarzewski

OTHERS PRESENT: Mary Catherine Hannah, County Administrator  
Keri Bertrand, County Clerk  
Eric Smith, Sheriff  
Jennifer Mathis, HR Specialist

Chair Dave Karschnick called the meeting to order at 11:00 a.m.

Motion to adopt the agenda. Motion by Commissioner Fournier. Support by Commissioner Francisco.

INFORMATION ITEM: County Administrator Hannah says that we do not currently have a written document on how appointments are conducted. Board interviews were recently conducted, and a question has been raised on who is included to vote or make a recommendation when appointing someone. The Board Policy says that the Board Chair makes the appointment. Commissioner Karschnick suggests that County Administrator creates a policy for the Commissioner's to review at the next Personnel Committee meeting. County Administrator Hannah will look over our current practices and make a recommendation at the next meeting.

INFORMATION ITEM: County Administrator Hannah offered for the Commissioner's Office to come up with standard core questions for the District #8 Commissioner interview. Commissioner Fournier would like to include her own questions as well. Commissioner Karschnick suggests that we have the same few questions for each candidate. Commissioner Karschnick suggests that the Chair asks each candidate the core question and the rest of the Commissioner's can ask their own questions. Commissioner Fournier says that 2 questions per Commissioner is sufficient. Questions can only be asked by the Commissioner's.

INFORMATION ITEM: County Administrator Hannah would like to know what the Commissioner's would like to address in 2023. Union negotiations are taken care of through 2024. HR is currently working on updating the employee job descriptions. As those are updated, HR will bring them to the Personnel Committee. HR is working on updating the Department Head handbook and will bring it to the Personnel Committee when it is complete. The employee handbook was recently updated in 2022. Commissioner Francisco suggests that we look at the mission statement this year.

INFORMATION ITEM: Recommendation to approve the appointments for the Older Persons Committee and the Youth and Recreation Committee for 2023-2024. Commissioner Karschnick



recommends Tim Tabor for the Older Persons Committee in District # 3. Commissioner Fournier recommends Michelle Smith for the Older Persons Committee in District #5. Commissioner Francisco does not have a recommendation for the Older Persons Committee today for District # 6. Commissioner Konarzewski recommends Herb Gamage for the Older Persons Committee in District #7.

Commissioner Karschnick recommends Dennis Werblow for the Youth and Recreation Committee in District #3. Commissioner Fournier recommends Tom Heise for the Youth and Recreation Committee in District #5. Commissioner Francisco recommends Tom Spaulding for the Youth and Recreation Committee in District #6. Commissioner Konarzewski recommends LeAnne Bloom for the Youth and Recreation committee in District #7.

**ACTION ITEM #1: The Committee recommends approving the Appointments to the Older Persons Committee and the Youth & Recreation Committee for 2023-2024 as presented:**

**Older Persons Committee:**

<b>District #1 William LaHaie</b>	<b>Jeff Kowalski</b>
<b>District #2 Jesse Osmer</b>	<b>Craig Zelazny</b>
<b>District #3 Dave Karschnick</b>	<b>Tim Tabor</b>
<b>District #4 Bill Peterson</b>	<b>Lee Britton</b>
<b>District #5 Brenda Fournier</b>	<b>Michelle Smith</b>
<b>District #6 Burt Francisco</b>	<b>(Vacant)</b>
<b>District #7 Travis Konarzewski</b>	<b>Herb Gamage</b>
<b>District #8 (Vacant)</b>	<b>Doris Feys</b>

**Youth & Recreation Committee:**

<b>District #1 William LaHaie</b>	<b>Linda Canfield</b>
<b>District #2 Jesse Osmer</b>	<b>Stephanie Gosselin</b>
<b>District #3 Dave Karschnick</b>	<b>Dennis Werblow</b>
<b>District #4 Bill Peterson</b>	<b>Tony Suszek</b>
<b>District #5 Brenda Fournier</b>	<b>Tom Heise</b>
<b>District #6 Burt Francisco</b>	<b>Tom Spaulding</b>
<b>District #7 Travis Konarzewski</b>	<b>LeAnne Bloom</b>
<b>District #8 (Vacant)</b>	<b>Lisa Siegert</b>

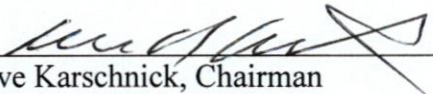
INFORMATION ITEM: Sheriff Smith gave an update on staffing. The Corrections Officers are fully staffed, and the department has 3 Deputies in training right now.

INFORMATION ITEM: Commissioner Fournier would like more information on Phil Seguin's leased vehicle. County Administrator Hannah will talk with Prosecutor Cynthia Muszynski and ask if she would like to use the current County leased pool vehicle.

INFORMATION ITEM: Sheriff Smith mentioned that the Sheriff's Office probably won't be able to purchase brown pants. Most departments in Michigan have switched to black uniforms and not many places are selling the brown uniforms anymore. It is likely that the Sheriff's Office will be switching over to black uniforms this year. Sheriff Smith says he will make his budget work for this year.

Motion to adjourn by Commissioner Francisco with support by Commissioner Fournier. Motion carried. The meeting adjourned at 12:03 pm.

Next meeting scheduled for Tuesday, February 7, 2023.

  
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Dave Karschnick, Chairman

  
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Jennifer Mathis, HR Specialist

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