

PERSONNEL COMMITTEE MEETING MINUTES

Howard Male Conference Room

July 13, 2021 - 9:00 a.m.

COMMISSIONERS PRESENT: Marty Thomson, Chair  
Robert Adrian  
Kevin Osbourne

COMMISSIONERS EXCUSED: Dave Karschnick

OTHERS PRESENT: Judge Thomas LaCross  
Mark Hall, Emergency Services Coordinator  
Undersheriff Erik Smith  
Sheriff Steve Kieliszewski  
Bonnie Friedrichs, County Clerk  
Tammy Sumerix-Bates, Executive Manager  
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Judge Thomas LaCross presented a request for temporary additional compensation for Liz Skiba as she is performing District Court Administrator duties as well as Magistrate, until the new Magistrate's pre-employment process has been completed. While the Court Administrator position is paid a stipend for performing magistrate work; Judge LaCross explained this was for taking on-call after hours/weekends and doesn't rise to the level of responsibility in the current situation. There are available funds in District Court's budget to cover the requested temporary pay.

Moved by Commissioner Adrian and supported by Commissioner Thomson to recommend the Action Item below. Motion carried.

**ACTION ITEM #1: The Committee recommends to pay Liz Skiba \$59.00 per day, retroactive to July 1, 2021, until such time as the new Magistrate completes pre-employment processing and commences employment with County of Alpena, as presented. Monies are in the District Court budget.**

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, informed the Committee his department is going to be experiencing a staffing shortage anticipated to start November as he has two employees going on maternity leave. He is requesting to re-establish an updated eligibility list for both full- and part- time positions and maintain the list for the next two years. This is provided for in the labor contract.

Moved by Commissioner Osbourne and supported by Commissioner Adrian to recommend the Action Item below. Motion carried.

**ACTION ITEM #2: The Committee recommends the Emergency Services Coordinator create an eligibility list for full- and part- time positions for the next two years, as outlined in the labor contract, as presented.**

INFORMATION ITEM: Discussion was held regarding administrative staffing in Emergency Management. The suggestion was made to appoint a small task force or adhoc committee to investigate options.

INFORMATION ITEM: Sheriff Steve Kieliszewski presented a request to the Committee regarding lateral transfers for the purpose of pay. The labor contract provides discretion to the Sheriff regarding this item; however, he is required to come to the Board for approval each time. This specific request was made regarding three current employees with previous experience and the ability to offer lateral transfer to potential Corrections Officer hires from Montmorency County.

Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the Action Item below. Motion carried.

**ACTION ITEM #3: The Committee recommends to allow the Sheriff's Office to offer lateral transfers for the purpose of pay for the budget years 2021-22, as presented (including three current employees and lateral transfers from Montmorency County).**

INFORMATION ITEM: County Clerk Bonnie Friedrichs presented employee request to purchase MERS time in the amount of 2 years 7 months. The labor contract allows this transaction.

Moved by Commissioner Osbourne and supported by Commissioner Adrian to recommend the Action Item below. Motion carried.

**ACTION ITEM #4: The Committee recommends to approve the purchase of MERS Service Credit for Michael Lash, as presented.**

INFORMATION ITEM: Commissioner Adrian brought discussion regarding providing employees time off work for a COVID vaccination appointment.

Moved by Commissioner Adrian and supported by Commissioner Thomson to recommend the Action Item below. Motion carried.

**ACTION ITEM #5: The Committee recommends to approve providing employees up to two (2) paid hours off work, upon approval of their schedule with their Department Head, for a COVID vaccination appointment, as presented. Verification via a vaccination card is required.**

INFORMATION ITEM: Tammy Sumerix-Bates presented a request to the Committee for step increase for Emergency Services Coordinator Mark Hall.

Moved by Commissioner Thomson and supported by Commissioner Adrian to approve Mark Hall receiving a Step Increase from Step 2 to Step 3 effective July 3, 2021. Motion carried.

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, presented request for reclassification for Kim Elkie.

Moved by Commissioner Thomson and supported by Commissioner Adrian to approve the Action Item below. Motion carried by unanimous vote.

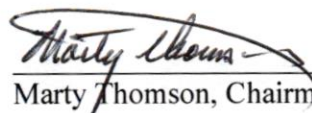
**ACTION ITEM #6: The Committee recommends to make an exception to Board policy and reclassify Kim Elkie to Board Assistant, effective August 1, 2021, as presented.**

INFORMATION ITEM: The meeting was closed at 10:38 a.m. to discuss union negotiations. The meeting reopened at 10:45 a.m.

INFORMATION ITEM: Tammy Sumerix-Bates presented a letter received from Russ Rhynard regarding attorney services. This item will be discussed at a meeting to be scheduled later this month after further clarification with Russ Rhynard and Prosecuting Attorney Cynthia Muszynski.

INFORMATION ITEM: Bonnie Friedrichs presented two requests for her office. Chairman Thomson requested to defer the items to the next Personnel meeting later in the month. Bonnie will submit the details of her requests in writing.

Moved by Commissioner Adrian with support by Commissioner Osbourne to adjourn. Motion carried. The meeting adjourned at 10:51 a.m.

  
Marty Thomson, Chairman

  
Kim Elkie, Administrative Assistant

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