

PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, February 21, 2024
Howard Male Conference Room

The Personnel Committee met on Wednesday, February 21, 2024, at 10:30 a.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 Travis Konarzewski
Kim MacArthur, Board Assistant
Kim Elkie, Director of Emergency Management and E911
Nathan Skibbe, Charter Township of Alpena
Nic Modrzynski
Amy Cell, Amy Cell Talent (zoom)
Rebecca Roberts, Amy Cell Talent (zoom)
Bhavya Tummaia, Amy Cell Talent (zoom)
Lynn Bunting, Board Assistant (zoom)
Gerald Fournier, Drain Commissioner (zoom)
Phil Heimerl, True North Radio (zoom)
Steve Schulwitz, Alpena News (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Janelle Mott, Juvenile Officer (zoom)
Wes Wilder, Maintenance Superintendent (zoom)

CALL TO ORDER

Chair Fournier called the meeting to order at 10:30 a.m.

The Personnel Committee met via zoom with Amy Cell, Rebecca Roberts, and Bhavya Tummaia from Amy Cell Talent to discuss the results of the survey sent out to the County Commissioners, County Clerk, County Treasurer, Register of Deeds, and Sheriff for their input and feedback on the hiring of a County Administrator. Amy Cell Talent summarized the survey results into a rubric criterion and put together an assessment plan, draft timeline, and job posting for the process. Amy Cell Talent is looking for feedback on the documents to finalize and launch the search.

Discussion was made on educational requirements. The draft job posting states a bachelor's degree is required and the Committee would like change that to say bachelor's degree preferred.

Amy Cell reported the salary range results of the survey ranged between \$60,000 and \$150,000. Amy gave feedback that very qualified candidates would be in the \$110,000 to \$130,000 range and it would be challenging to find highly qualified candidates for under \$100,000 but is aware of the County's budget restraints. Motion was made by Commissioner Kozlowski to recommend the compensation rate for the new County Administrator be \$75,000 to \$105,000 with no support. Motion failed.

Motion was made by Chair Fournier and supported by Commissioner Kozlowski to approve the compensation rate for the new County Administrator be between \$85,000 and \$95,000 as presented. Roll call vote was taken: AYES: Commissioners Kozlowski, Peterson, and Fournier. NAYS: None. Motion carried. Amy Cell will be notified of the Full Board's recommendation,

ACTION ITEM #1: The Committee recommends approval of the starting salary for the new County Administrator be between \$85,000 and \$95,000 as presented.

INFORMATION ITEM: Commissioner Kozlowski discussed a previous motion that denied County employees the membership benefit of the APlex Fitness Center and the Plaza Pool. Commissioner Kozlowski noted the County pays for everything at the pool and based on the number of people using the pool the benefit needs to be continued. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to reinstate the County employee membership benefit for the pool as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval to reinstate the Alpena County employee membership benefit to utilize the Alpena County Plaza Pool at no charge to employees with a 50% discounted rate for family members as presented.

INFORMATION ITEM: Commissioner Kozlowski recommended to also reinstate the County employee membership benefit for use of the fitness center at the APlex. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to recommend reinstating the County employee membership benefit at the APlex 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 reinstate the Alpena County employee membership benefit with the APlex Fitness Center at no charge to employees with a 50% discounted rate for family members and to authorize payment of the invoice up to the amount of \$950.00 as presented.

INFORMATION ITEM: County Interim Administrator Jennifer Mathis reported since taking on extra roles and responsibilities, her comp time has become maxed out. There are currently no overtime funds budgeted for 2024. In 2022 there was \$7,000.00 budgeted for overtime, in 2023 there was \$1,000.00 budgeted, and nothing for 2024. The maximum amount of comp time that can be banked is 40 hours. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend increasing the Board of Commissioner's Overtime line item and decreasing the County Administrator line 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 to increase budgeted line item #101-101-708.000 (Board of Commissioner's Overtime) by \$4,000.00 and to decrease budgeted line item #101-173-703.000 (County Administrator) by \$4,000.00 as presented.

INFORMATION ITEM: Interim Administrator Mathis reported the appointment for Eric Lawson on the Northeast Michigan Community Mental Health Board is up this year on March 31, 2024, and he is requesting reappointment on that Board. Motion was made by Commissioner Kozlowski and

supported by Commissioner Peterson to reappoint Eric Lawson to the Northeast Michigan Community Mental Health Board as presented. Motion carried.

ACTION ITEM #5: The Committee recommends approval to reappoint Eric Lawson on the Northeast Michigan Community Mental Health Board for a 3-year term beginning April 1, 2024, to March 31, 2027 as presented.

Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to go into closed session at 11:22 a.m. regarding 1) Courthouse Security and 2) Litigation. Motion carried.

Open session: 11:58 a.m.

All Committee members present.

***Next Meeting: Tuesday, March 5, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Kozlowski and supported by Commissioner Peterson. Meeting adjourned at 11:58 p.m.

Brenda Fournier, Chair

kvm