

**Alpena County Board of Commissioners**  
**Workshop**  
**Wednesday, May 8, 2019 at 4:00 p.m.**  
**Howard Male Conference Room**

Commissioners Present: Dave Karschnick, Brenda Fournier, Brad McRoberts, Ron McDonald, Bill Peterson, John Kozlowski, Bob Adrian.

Commissioners Excused: Kevin Burr

Also in attendance: Bonnie Friedrichs, Kim Ludlow, Tammy Bates, Tom Isaacs, Logan Kemp and Lynn Bunting.

**New Policies and Handbooks**

There was discussion on the changes and addition, and updated language and procedures in the Board Policies and the following Handbooks: Department Head Handbooks, County Employee Handbooks, Non-Union Employees Handbook, and a Benefit Summary Sheet. They are all listed in the Sharepoint drive for viewing.

Bonnie Friedrichs, County Clerk, passed out the previous Operating Manual Index. It was recommended that the Personnel Committee take a few each month and update.

**BoardBook and Sharepoint**

There was discussion on BoardBook and Sharepoint. All the Commissioners Laptops including Tammy and Lynn's Laptops were updated to the icons for Boardbook, Sharepoint and HR Connect.

**Legal Review of Contracts**

Ed Black, Prosecuting Attorney, presented the request to use the Attorney Opinion Form and it must be approved and submitted through the Commissioners Office. They will hand the requests in the Prosecutor's Office except for labor and personnel issues. Outside counsel is used for labor and personnel issues.

**Other items**


Tammy passed out Viewing the BoardBook with Adobe Reader instructions sheet and setting the default PDF viewer for Windows 10 instructions sheet.

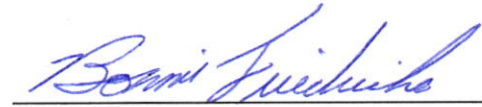
Bonnie reported on Cybersecurity stating that the IT Director has provided Security Awareness Training to assist end users.

Tammy reported that the IT Department is redoing the County Website and a new one will be out shortly.

Kim Ludlow, County Treasurer, recommended the Commissioners to consider putting the budget on the website for public information. She is working with the IT Department to add the BS&A icon to the Commissioners laptops. She recommended that the current BS&A Online Contract be considered for renewal as a different contract as it will expire in August 2019 and it is free online to the public at this time. She recommends we let BS&A use our information at no cost to the county and charge the end user and get a little bit of money back for allowing them to use our information. The County will need to contact BS&A. She will be presenting this to Finance on May 15, 2019.

Adjourned at 5:10 p.m.

  
Board Chairman Brad McRoberts

  
County Clerk Bonnie Friedrichs

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