

PERSONNEL COMMITTEE MEETING MINUTES

August 27, 2021 - 11:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
David Karschnick

OTHERS PRESENT: Mark Hall, Emergency Services Coordinator
Sheriff Steve Kieliszewski
Bonnie Friedrichs, County Clerk
Tammy Sumerix-Bates, Executive Manager
Kim Elkie, Board Assistant

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented a request to the Committee to hire a part-time employee for 911 Central Dispatch, due to two employees with upcoming maternity leave. This employee previously worked as a dispatcher for Alpena County. He will also be moving forward with creating an eligibility list, as previously approved.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to approve to hire the selected candidate as a part-time 911 Dispatcher, as presented.

INFORMATION ITEM: Sheriff Kieliszewski is requesting Corrections Officer Travis Marciniak, Corrections Officer Chase Smilie and Deputy Mitch Noble to receive the lateral pay as approved for new employees and also for other current staffing to receive. This involves lateral pay only; no other benefits are affected.

Moved by Commissioner Thomson with support by Commissioner Karschnick to approve the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve lateral pay for the three Sheriff's Office employees, Marciniak, Smilie and Noble, as presented.

INFORMATION ITEM: The Sheriff presented a step increase is due for Undersheriff Erik Smith. The Sheriff also provided an update on completing the move to the new jail.

Moved by Commissioner Adrian with support by Commissioner Karschnick to approve Erik Smith receiving a Step Increase to Step 2 effective retroactive to March 5, 2021, as presented. Motion carried.

INFORMATION ITEM: The Committee discussed short-term disability cap limits. The suggestion was made to revisit this item in October 2022 when quotes are available ahead of signing a new agreement.

INFORMATION ITEM: Tammy Sumerix-Bates informed the Committee that an application has been received for the Fairgrounds Caretaker position; however, the applicants are related to the Maintenance Superintendent, who supervises the caretaker. The County has a policy regarding nepotism.

Moved by Commissioner Karschnick with support by Commissioner Thomson to notify the applicants for the Fairgrounds Caretaker that they are not eligible to be considered for the position. Motion carried.

INFORMATION ITEM: Discussion was held regarding Prosecutor's Line Items for Temporary Assistant Prosecutors. Bonnie informed the Committee the line item issues have been resolved.

INFORMATION ITEM: Discussion was held on the maintenance vacancy. This will be re-advertised.

INFORMATION ITEM: The Committee discussed agreements with the Home Improvement Director.

Moved by Commissioner Karschnick with support by Commissioner Adrian to approve the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends to modify the structure of the Alpena County Home Improvement Program in a manner that will no longer require the employment of a full-time manager as of September 9, 2021 and authorize the Chairman to sign appropriate paperwork, as presented.

INFORMATION ITEM: The County's hiring process, including background check and medical physical, were discussed regarding the length of time the process sometimes requires. Tammy and Bonnie will look at the criteria and see if anything can be adjusted without sacrificing the quality of the County's pre-employment process. They will present at the next personnel meeting.

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, provided her official notice of retirement to the Committee effective September 30, 2021.

Motion to adjourn by Commissioner Karschnick, support by Adrian. Motion carried. The meeting adjourned at 12:12 p.m.

Marty Thomson, Chair

Kim Elkie, Board Assistant

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