

PERSONNEL COMMITTEE
DRAFT - MEETING MINUTES
Wednesday, August 10, 2022
Howard Male Conference Room

The Personnel Committee met on Wednesday, August 10, 2022 at 11:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
Robert Adrian
John Kozlowski

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Judge Curtis, 88th District Court Judge
Steve Mousseau, IT Director
Keri Bertrand, County Clerk
Jennifer Mathis, HR Specialist

Chair Marty Thomson called the meeting to order at 11:00 a.m.

INFORMATION ITEM: Judge Curtis presented recommendation to approve Jessica Konarzewski, 88th District Court Clerk, an increase from Step 4 to Step 5 effective July 26, 2022. Moved by Commissioner Karschnick and supported by Commissioner Kozlowski to approve the below action item. Motion carried.

ACTION ITEM #1: The Committee recommends approval of Judge Curtis's recommendation to pay Jessica Konarzewski, 88th District Court Clerk, a Step Increase from Step 4 to Step 5 effective July 19, 2022 as presented.

INFORMATION ITEM: Judge Curtis presented recommendation to approve Kim Schultz, Magistrate, an increase from Step 1 to Step 2 effective July 1, 2022. Moved by Commissioner Thomson and supported by Commissioner Kozlowski to approve the below action item. Motion carried.

ACTION ITEM #2: The Committee recommends approval of Judge Curtis's recommendation to pay Kim Schultz, Magistrate, a Step Increase from Step 1 to Step 2 effective July 1, 2022 as presented.

INFORMATION ITEM: Steve Mousseau, IT Director, gave an update on a candidate for the IT Tech position and discussed the current issue with the wages in the IT department. The candidate has great qualifications and several years of experience. The candidate has been at his current job for 8 years. He exceeds the level we are advertising for, but we can give him challenges in this role. Administrator Hannah suggests that we could start the candidate at the top of the wage scale but there would be no room for growth. This would also cause issues amongst other employees in the department. The IT wages do not match the market. The immediate issue is to correct the wages for the IT technician, and we can revise the wage scale for the whole department with next years budget.

Steve Mousseau has been a great asset to the County. When he was hired in, he was promised a pay increase at 6 months. However, there was a wage freeze and he did not receive his increase. There was not a lot of long term planning when Mousseau took on the role of IT Director. Going forward we need

to look at the positions within the department and get competitive with the market. In the future, if the IT Director role opened it would be extremely difficult to hire someone qualified to take the position with the current low pay scale. Commissioner Adrian agreed that if employees in the department were to leave then we would have to raise the pay scale to gain new employees. The new employees would be inexperienced with our business, so it would make more sense to adjust our pay scale now to retain the talent that we have. Alpena County's wage scale is significantly lower than surrounding Counties. The budgeted pay for the IT Director this year is currently only \$400 more than it was in 2010. Commissioner Karshnick commends Steve Mousseau on a job well done and recognizes how much Steve Mousseau has accomplished for the County.

Commissioner Adrian suggests that a wage study needs to be done and this needs to be addressed to correct our wages. We have seen this in other departments. It is recommended that we start the IT Technician at the top of the scale and work on the rest of the department for next years budget. No action needed.

INFORMATON ITEM: Administrator Mary Catherine Hannah gave an update on the new hire summary for the County. Since June 1, 2022 we have hired 10 new employees in various departments. Administrator Hannah will keep us updated on future new hire reports.

INFORMATON ITEM: Administrator Mary Catherine Hannah says that we have been encountering a lot of issues with pre-employment drug screening. In the last 3-4 months we have had a few great candidates that have gone for the pre-employment drug screening and tested positive for THC. The County policy states that we will send you for a pre-employment drug screening but doesn't say what happens when we get the results. The County's policy is clear that an employee may not use illegal substances or be under the influence while working. Marijuana is legal in Michigan. Testing positive for THC on a pre-employment screening does not indicate that the candidate has violated policy since they aren't employed yet. The County's policy states that if we suspect you are under the influence then we can send you for a drug test. The County's Employee Law Attorney says if we are aware they tested positive then this can potentially be an issue with our insurance. The County's Insurance carrier, workman's comp, says it is not a problem since it is legal in Michigan. Testing positive for THC on a pre-employment screening is not an issue for them and this won't compromise our coverage or our employees coverage. The ultimate judgement call would be up to the department head. Another suggestion is to eliminate THC screening from our pre-employment screening. We will survey department heads for their opinions. Discussion and recommendation to look into further.

OTHER DISCUSSION: None.

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Karschnick. Motion carried. The meeting adjourned 12:02 pm.

Marty Thomson, Chairman

Jennifer Mathis, HR Specialist