

PERSONNEL COMMITTEE  
MEETING MINUTES  
Monday, May 6, 2024  
Howard Male Conference Room

The Personnel Committee met on Monday, May 6, 2024, at 1:30 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Bill Peterson  
John Kozlowski  
Burt Francisco

OTHERS PRESENT: Jennifer Mathis, Interim County Administrator/Human  
Resource Specialist  
Keri Bertrand, Clerk  
Commissioner Jesse Osmer  
Kim MacArthur, Board Assistant  
Steve Smigelski, Airport Manager  
Catherine Murphy, Register of Deeds  
Mandy Smith, Chief Register of Deeds  
Sheriff Erik Smith  
Steve Mousseau, IT Director  
Logan Kemp, Assistant IT Director  
Kim Elkie, Director EM/E911 Services

CALL TO ORDER

Chair Fournier called the meeting to order at 1:30 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to adopt the agenda as presented. Motion carried.

CLOSED SESSION: Chair Fournier announced the Committee was going into closed session at 1:32 p.m. regarding 1) County Administrator Contract Negotiations and 2) Personnel Issue at County Park.

OPEN SESSION: Chair Fournier announced the Committee was back in open session at 2:10 p.m. Roll call was taken. All Committee members present.

Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to accept the contract negotiations for the new County Administrator as presented. Roll call vote was taken: AYES: Commissioners Peterson, Francisco, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to accept the contract with Jesse Osmer as the new County Administrator for Alpena County as presented.**

INFORMATION ITEM: Discussion was made on the District #2 Commissioner vacancy once Commissioner Osmer starts the County Administrator position on May 20, 2024. Interim County Administrator Jennifer Mathis will begin to advertise the vacancy now as the opening needs to be filled within 30 days from May 20, 2024. The deadline to apply will be Friday, May 31<sup>st</sup> by 4:00 p.m.

INFORMATION ITEM: Interim Administrator Mathis presented a request for compensation for the administrative roles that she has performed as Interim Administrator for the past 4 months and for the extra work picked up by the Commissioner's Office employees. Motion was made by Commissioner Peterson and supported by Commissioner Francisco to recommend approval of the compensation memo as presented. Roll call vote was taken: AYES: Commissioners Peterson, Francisco, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the request for a one-time pay out compensation to HR Specialist Jennifer Mathis in the amount of \$2,000 for the administrative roles performed as the Interim County Administrator and a one-time pay out compensation to Commissioner's Office employees' Kimberly MacArthur in the amount of \$1,000 and Lynn Bunting in the amount of \$1,000 for the increased workload over the past 4 months with no County Administrator and to approve the following budget adjustments as presented:**

<b>101-173-703.000 County Administrator Salary:</b>	<b>Decrease by \$4,000</b>
<b>101-101-702.003 HR Specialist Salary:</b>	<b>Increase by \$2,000</b>
<b>101-101-702.001 Board Assistant Salary:</b>	<b>Increase by \$1,000</b>
<b>101-101-702.002 Board Assistant Salary:</b>	<b>Increase by \$1,000</b>

INFORMATION ITEM: Interim Administrator Mathis discussed the benefit eligibility for rehires. According to the Affordable Care Act if an employee is rehired within 13 weeks health insurance is offered immediately. Interim Administrator Mathis is requesting that dental and vision insurance match that so all benefits are offered immediately. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson. Motion carried.

**ACTION ITEM #3: The Committee recommends approval for health insurance, and both vision and dental insurance to be offered to County employees effective immediately when rehired within a 13-week period as presented.**

INFORMATION ITEM: Interim Administrator Mathis reported effective July 1, 2024, the Department of Labor is increasing the salary threshold for administrative and professional employees to the equivalent of an annual salary of \$43,888 to \$58,656 on January 1, 2025. This will affect a few County employees, one of which is a grant funded position, and recommendation was made to change that employee to hourly. Interim Administrator Mathis will bring more information back to a future meeting.

Commissioner Burt Francisco requested a modification be made to the agenda to move the Discussion on Use of EM Vehicle next as he needs to leave the meeting and would like to be part of the discussion.

INFORMATION ITEM: Commissioner Kozlowski presented discussion on use of the Emergency Management vehicle. Director of Emergency Management and E911 Services Kim Elkie reported the vehicle is used for work related purposes only. Interim Administrator Mathis will work with the new County Administrator on vehicle use policies.

INFORMATION ITEM: IT Director Steve Mousseau presented a memo on the transition plan for the IT Department. Currently, Director Mousseau is working 30 hours per week until June 24, 2024. He is proposing at that time to work 20 hours per week through June 30, 2025, with the current Assistant IT Director Logan Kemp to take over the Director position as of January 6, 2025. Discussion was made that Directors and Department Heads need to be full-time and not part-time. The Committee will discuss how to proceed at the next Personnel Committee meeting.

INFORMATION ITEM: IT Director Mousseau presented a memo regarding on call compensation for the IT Department. He is requesting \$50 per week be paid to the IT employee that is on call for having to carry their work phone and be always available during their on call. Director Mousseau will speak with the County Treasurer on the line item numbers to move the money to and from. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval of the \$50 per week on call pay for the IT Department 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 compensate the IT Department \$50 per week that they are on call to carry their phone and be always available during the on call for any IT issues as presented.**

INFORMATION ITEM: Interim Administrator Mathis reported there have been issues with employee signatures in emails and discussion was made with the IT Department to generate a generic signature line for all employees. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval for the IT Department to generate a generic signature line for all employees as presented. Motion carried.

**ACTION ITEM #5: The Committee recommends approval for the IT Department to generate a generic email signature for all employees as presented.**

INFORMATION ITEM: Register of Deeds Catherine Murphy requested approval to advertise for a vacancy in the Register of Deeds Office. When Catherine retires in June, the current Chief Register of Deeds will assume the position of Register of Deeds and the Clerical Assistant will move up to the Chief Register of Deeds. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval to advertise for the upcoming vacancy in the Register of Deeds Office as presented. Motion carried.

**ACTION ITEM #5: The Committee recommends approval for the Register of Deeds to advertise for the upcoming Clerical Assistant vacancy in the Register of Deeds Office as presented.**

INFORMATION ITEM: Sheriff Erik Smith reported he was previously approved to hire a full time Shelter Manager for Animal Control. As of today, the line item for Shelter Tech is in the negative and Sheriff Smith would now like to hire a part time Shelter Manager rather than a full time Shelter Manager and to take a portion of that budgeted \$46,500 Shelter Manager line item and transfer to the Shelter Tech line item to get through to the end of the year.

Sheriff Smith recommends to hire Deputy Director of Emergency Management and E911 Services Al Rapson as the part time Shelter Manager. Currently Al is working 29 hours as the Deputy Director and the Director of EM and E911 Kim Elkie is willing to sacrifice the 9 hours for Al to work part time as the Shelter Manager. Al would work 10 hours for Emergency Management, 10 hours for 911, and 20 hours as the Shelter Manager with his current hourly wage to stay the same. This would make him a full-time employee and be eligible for benefits that would be split between the three different departments. Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend approval of the Sheriff's proposal as presented. Motion carried.

**ACTION ITEM #6: The Committee recommends approval to hire Al Rapson as the Animal Control Shelter Manager part time for 20 hours per week and to transfer \$32,084 from line item 101-430-702.002 Shelter Manager to line item 101-430-702.000 Shelter Techs as presented.**

Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to recommend that no more than 45 hours per week are worked between the Shelter Techs as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #7: The Committee recommends approval that Shelter Techs work no more than a combined 45 hours per week as presented.**

INFORMATION ITEM: Airport Manager Steve Smigelski requested a job title change for Assistant Airport Manager Edward (Mick) Higgins. His job duties are more consistent as an Operations Supervisor (training, safety, security, personnel deployment, equipment maintenance, fueling, etc.) than an Assistant Airport Manager. No compensation increase is being requested. Motion was made by Commissioner Kozlowski and supported by Commissioner Peterson to recommend approval to change the job title of the Assistant Airport Manager as presented. Roll call vote was taken: AYES: Commissioners Peterson, Kozlowski, and Fournier. Motion carried.

**ACTION ITEM #8: The Committee recommends approval to change the Assistant Airport Manager's job title to Airfield Operations Supervisor as presented.**

INFORMATION ITEM: Sheriff Smith reported the Coast Guard is having some staffing issues and will not be in the area as much. Sgt. JP Ritter was commended for getting the Sheriff boat in

great condition and Sheriff Smith will be creating a Marine Auxiliary Unit with non-paid individuals to help in emergency situations only. Sheriff Smith has spoken with the insurance company, and this is no issue for the County.

INFORMATION ITEM: Interim Administrator Mathis reported there were three employment separations in April. One at Long Lake Park and the other two in Animal Control.

**\*Next Meeting: Tuesday, June 4, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Peterson and supported by Commissioner Kozlowski. Meeting adjourned at 3:37 p.m.

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Brenda Fournier, Chair

kvm