

Personnel Committee Meeting
March 9, 2021 9:00 a.m.
Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
Dave Karschnick
Kevin Osbourne, Guest

OTHERS PRESENT: Cynthia Muszynski, Prosecuting Attorney
Steve Mousseau, IT Director
Bonnie Friedrichs, County Clerk
Tammy Sumerix-Bates, Executive Manager
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Bonnie Friedrichs, Alpena County Clerk, brought several positions to the Committee that lack documented step raises. The positions were filled at a starting wage but 5-year step increases need to be added to keep the wages in line with similar positions.

Moved by Commissioner Adrian and supported by Commissioner Karschnick to approve the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends we approve the following step scale for the Assistant Airport Manager, as presented:

Base rate: \$16.21
Step 1: \$16.57
Step 2: \$16.93
Step 3: \$17.29
Step 4: \$17.65
Step 5: \$18.01

Moved by Commissioner Adrian and supported by Commissioner Thomson to approve the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to start the jail receptionist position at \$14.50 in alignment with the Navigator position in the Prosecutor's Office, as presented.

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, informed the board of an unexpected short-term leave of absence in her department. As the courts are opening back up and a number of jury trials scheduled, Cynthia is requesting approval to seek a contract employee to assist

for the necessary timeframe (likely 4-6 weeks) until her employee is able to return to work. As the employee is on short-term disability, wages are available in the budget for payment of a contract employee. It needs to be someone with no conflicts of interest to cases currently being processed through her office. As Cynthia and her staff have already been working short for approximately two weeks, she is requesting permission to move forward with this plan and not wait for the Full-Board meeting, scheduled for March 30. She is looking to contract on a monthly or biweekly basis. Motion by Commissioner Karschnick with support by Commissioner Adrian to recommend to approve the Prosecutor's Office request to contract with an attorney to assist their office during short-term leave of absence at a rate of \$1,000.00 per week with funds to come from the Prosecutor's Office wages budget and poll the board to allow this to be implemented in a timely manner. Motion carried.

INFORMATION ITEM: Steve Mousseau, IT Director, informed the Committee that Logan Kemp is due for his two-year step increase. After evaluating Logan's overall performance. Steve recommends Logan be moved into the Assistant IT Director position with appropriate compensation. The Assistant position has been vacant since Steve has been director. A 3-month evaluation was recommended. Motion by Commissioner Adrian with support by Commissioner Karschnick to recommend to promote Logan Kemp to Assistant IT Director and to start him at step 1, effective April 8, 2021. This will be referred to the Finance Committee for funding. Motion carried.

INFORMATION ITEM: Steve Mousseau, IT Director, reported to the Committee that a 6-month evaluation was performed with their newest team member, PC Tech, Joshua Kuehn.

INFORMATION ITEM: Commissioner Adrian informed Steve Mousseau of possible projects involving the County IT Department using funds from the latest round of COVID-19 relief from the federal government. Steve reported that the local Fiber Consortium has been discussing broadband projects as well. Commissioner Adrian and the Commissioners' Office will keep Steve in the communication loop as more details are received.

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, provided an update to the Committee regarding the fairgrounds' caretaker position. Tammy and Wes have been researching for original documents to assist with a job description, including managing the campground and storage rental duties. Clerk Friedrichs will see if her office has a fairgrounds' caretaker job description

Motion to adjourn by Commissioner Thomson with support by Commissioner Karschnick.
Motion carried. The meeting adjourned at 10:00 a.m.



Marty Thomson, Chair



Kim Elkie, Administrative Assistant