

PERSONNEL COMMITTEE  
**DRAFT MEETING MINUTES**  
Tuesday, November 1, 2022  
Howard Male Conference Room

The Personnel Committee met on Tuesday, November 1, 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  
Jennifer Mathis, HR Specialist

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

Agenda was amended with addition of employee PTO rollover and a discussion on the Sheriff and Undersheriff's retirement. Motion by Commissioner Karschnick, supported by Commissioner Kozlowski.

INFORMATION ITEM: The courts will be closed on Juneteenth, and it is a paid holiday for just the Court employees. The 88<sup>th</sup> District Court traded Good Friday for Juneteenth in their Union contract. The rest of the County employees will have Good Friday off and are expected to be at work on Juneteenth. Commissioner Kozlowski and Commissioner Karschnick suggest leaving the County paid holidays as they are for 2023 to see how it impacts the County. The courthouse will be open on Juneteenth for the public conduct business. The 88<sup>th</sup> District Court will be open on Good Friday, but the rest of the support staff will have it off. Commissioner Adrian suggests that the Court employees conduct an inhouse training on Good Friday. Circuit Court has both Good Friday and Juneteenth off.

INFORMATION ITEM: County Administrator Hannah has provided a revised internal supervision chart. The chart shows that Mary Catherine Hannah is the County Administrator, and the names below report to her. Commissioner Thomson said that we need to add the Commissioner's Office to the chart and they should also report to County Administrator Hannah. County Administrator Hannah would like to know who the park managers should report to. The long-term goal would be to have a coordinator to oversee all of the County park managers. Commissioner Thomson says that park managers are County employees and will report to County Administrator Hannah. The board will take this to the Park's Commission for approval.

INFORMATION ITEM: A lot of County employees were not able to take PTO this year due to being short handed and working overtime. County Administrator Hannah wants to know if we should make a special circumstance for nonunion employees to roll over more than 176 hours for 2022. Commissioner Thomson and Commissioner Kozlowski would like HR Specialist Jennifer Mathis to pull a report from 2022 to see if it's the same people not using their PTO this year. County Administrator Hannah suggests that Department Heads will have to monitor their employee's PTO balance in the future so that we do not get to this point.

INFORMATION ITEM: There is an MoU in the old Union contract that allowed the Sheriff and Undersheriff to stay in the same retirement category as the Deputies Union. At the time, the Deputies had the B4. The new contract bridged down to a B3. The B4 is froze and we cannot make any changes to it. The signed MoU still says the Sheriff and Undersheriff should be moved to the B4. County Administrator Hannah says that we could renegotiate the MoU. Commissioner Kozlowski and Commissioner Thomson asked HR Specialist Jennifer Mathis to do a 10-year comparison between the B3 and B4 to see what the difference would be, and then we can renegotiate the MoU with the Sheriff and Undersheriff.

Motion to adjourn by Commissioner Thomson with support by Commissioner Adrian. Motion carried. The meeting adjourned at 12:34pm.

Next meeting is scheduled for 11am on Tuesday, December 6<sup>th</sup>, 2022.

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Marty Thomson, Chairman

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Jennifer Mathis, HR Specialist