

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Monday, May 02, 2022
Howard Male Conference Room

The Personnel Committee met on Monday, May 02, 2022 at 9:00 a.m. in the Howard Male Conference Room.

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

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Erik Smith, Undersheriff
Keri Bertrand, County Clerk
Kim Elkie, 911/Emergency Manager Director
Cynthia Muszynski, Prosecuting Attorney
Anja Harmon, HUB SVP
Kristin Nagelkirk, HUB Account Executive

Chair Marty Thomson called the meeting to order at 9:00 a.m.

INFORMATION ITEM: Anja Harmon, HUB Benefits Agent, presented to the board the benefits of changing the current employee benefit company from Lappan/Sterling Group to HUB. Anja reported that HUB is employee focused and they offer a proactive approach and help employers with HR and Employee Navigator to ensure the best experience for both the employer and employee. They are custom to pairing with generational makeups and can begin assisting with benefits immediately.

Commissioners would like Sterling to come in and do a presentation for the committee.

INFORMATION ITEM: Administrator Hannah presented the recommendation for the approval of the job descriptions for both Director and Assistant Director for the Office of Emergency Management and E911 Services.

Moved by Commissioner Adrian and supported by Commissioner Karschnick to approve the job description for Director. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the Job Description for Director of the Office of Emergency Management & E911 Services as presented.

Moved by Commissioner Karschnick and supported by Commissioner Thomson to approve the job description for Assistant Director. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the Job Description for Assistant Director of the Office of Emergency Management & E911 Services as presented.

INFORMATION ITEM: Administrator Hannah presented the recommended approval to advertise and fill new part-time Assistant Director of the Office of Emergency Management and E911 Services. Moved by Commissioner Karschnick and supported by Commissioner Adrain to authorize Administrator Hannah to advertise and fill new part-time Assistant Director position in the office of Emergency Management and E911 Services as presented. Motion carried.

INFORMATION ITEM: Administrator Hannah presented the proposal for compensation of the Director and Assistant Director of Emergency Management and E911 Services as presented. Moved by Commissioner Karschnick and supported by Commissioner Adrain to send to Finance Ways and Means for approval of below proposal. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the following compensation for Director and Assistant Director of the Office of Emergency Management and E911 Services as follows:

Director at \$59,000 annually with the following split for E911 & EM equally between line item #101-426-703 (EM) and line item #261-325-703 (E911)

Assistant Director at \$19.79 per hour at 20 hours per week (non-union/non-benefited) at \$10,117 for FY2022 with the following split for E911 & EM equally between line item #101-426-704 (EM) and line item #261-325-704 (E911)

***Note: General Fund appropriation of \$10,000 was already budgeted and will be unspent for Administrative Assistant as part of the Emergency Management Budget.**

INFORMATION ITEM: Administrator Hannah presented the approval of Probate/District Court Judge Curtis's recommendation of a step increase from Step 1 to Step 2 for Sue Latuzek.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below action item. Motion carried.

ACTION ITEM #4: The Committee recommends approval of Probate/District Court Judge Curtis's recommendation to pay Sue Latuzek a Step Increase from Step 1 to Step 2 effective April 11, 2022 as presented.

INFORMATION ITEM: Undersheriff Erik Smith presented to the committee the need to advertise and seek candidates to fill vacancies for road patrol. Undersheriff reported the Sheriff's Department currently has 10 road patrol officers and are in need of more road patrol officers with possible grant funding. The Sheriff's Office has always employed a minimum of 11 deputies, 2 sergeants, and an Animal Control Officer which is what he would like to see again.

Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the below action item. Motion carried.

ACTION ITEM #5: The Committee recommends to authorize the Sheriff's Office to advertise and seek candidates to fill vacancies for road patrol at 11 Deputies, 2 Sergeants, and an Animal Control Officer while providing services to Alpena County as presented.

INFORMATION ITEM: Administrator Hannah presented the recommendation approval of the IT Director, Steve Mousseau, to pay Logan Kemp a Step Increase from Step 1 to Step 2.

Moved by Commissioner Karschnick and supported by Commissioner Kozlowski to recommend the below action item. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the IT Director's recommendation to pay Logan Kemp a Step Increase From Step 1 to Step 2 effective April 8, 2022, as presented.

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, was to present the approval to pay Megan McKeon a Step Increase from Step 1 to Step 2. Prosecuting Attorney Muszynski reported that Megan McKeon had put in her notice of termination and will no longer need the approval. Prosecuting Attorney Muszynski asked for approval to advertise and fill the vacancy as quickly as possible at the normal hiring start rate.

Moved by Commissioner Kozlowski and supported by Commissioner Adrian to advertise and fill Assistant position in the Prosecuting Attorney's office. Motion carried.

INFORMATION ITEM: County Administrator Hannah, updated the committee on the HR and Board Assistant positions. HR, as of May 1st, was transferred to the commissioner's office. She is keeping the HR position open until filled.

INFORMATION ITEM: County Administrator Hannah updated the committee on the maintenance positions. She is keeping the positions open until filled.

INFORMATION ITEM: County Administrator Hannah updated the committee that Polices and Department Head Handbooks would need a month or two to complete updates and if the County decides to go with HUB, Anja would be able to help with these updates.

OTHER DISCUSSION:

County Clerk, Keri Bertand, reported that Accounts Payable Clerk, Lynn Edmonds, has put in her notice of termination this morning.

Commissioner Don Gilmet presented after hearing Undersheriff Smith's need for more road patrol officers that there is a need to plan for future job positions in the budget. If a plan was already budgeted in, Undersheriff Smith could have already advertised the positions himself.

Commissioner Karschnick presented the possibility of a jake braking ordinance. Commissioner Gilmet told him to contact the city manager.

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Thomson. Motion carried. The meeting adjourned at 10:48 a.m.

Next meeting scheduled for Tuesday, June 7, 2022.

Marty Thomson, Chairman

Kim MacArthur, Board Assistant

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