

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Tuesday, June 6, 2023
Howard Male Conference Room

The Personnel Committee met on Tuesday, June 6, 2023 at 12:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Jesse Osmer, Chair
John Kozlowski
Burton Francisco
Bill Peterson

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Erik Smith, Sheriff
Keri Bertrand, Clerk
Kim MacArthur, Board Assistant
Anja Harmon, HUB
Chrissie Gonzales, HUB

CALL TO ORDER

Chair Jesse Osmer called the meeting to order at 12:01 p.m.

ROLL CALL

All members present.

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

APPROVE AGENDA

Chair Osmer presented the agenda for approval. Moved by Commissioner Francisco and supported by Commissioner Kozlowski to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: County Administrator Mary Catherine Hannah updated the Committee on the challenges that we are having with our current employee benefits agency and the request was made to bring HUB back for another presentation on employee benefits for discussion.

HUB SVP Benefits Agent Anja Harmon introduced herself and Account Executive Chrissie Gonzales. HUB has a hands-on approach, and they are very dedicated to helping their clients with all their goals and objectives for their employees. HUB sets forth an agenda of items to accomplish through the year and helps to make sure all of it happens. They have a process called Critical Path that they go through with each client to make sure they are with them at every step of the way, not just at open enrollment. The office is based out of Grand Rapids, but they have many clients in our area and will come to any meetings the County would like to have. HUB is compensated by a percentage of premiums paid. They can help with compliance, technology consulting, HR support, data analytics, communications and many more employment related items. They have national resources with local focus.

Administrator Hannah reported the County does not have a contract with the current provider and recommends if the Committee would like to change, we make the change now so HUB can begin to work with us before next year's benefits begin on January 1st.

Motion was made by Commissioner Peterson and supported by Commissioner Francisco to recommend the action item below. Roll call vote was taken: AYES: Commissioners Kozlowski, Peterson, Francisco, and Osmer. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends to approve changing the County's employee benefits provider from Assured Partners to HUB as presented.

INFORMATION ITEM: Administrator Hannah reported an employee was involved in an accident with a company vehicle while working in the field. The employee was not off long enough for workman's compensation to kick in therefore had to use PTO hours. Discussion was made to incorporate some sort of policy into the Department Head Handbook to state if an employee is injured on the job and off for less time than needed for workman's comp to kick in the employee can submit a request. Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to recommend the action item below. Roll call vote was taken. AYES: Commissioners Peterson, Francisco, Kozlowski, and Osmer. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends to approve reimbursement of 34.6 hours of PTO for employee that was involved in an accident while working in the field on May 9, 2023 as presented.

Commissioner Kozlowski inquired about lease payments on the damaged vehicle that is out of service now. Administrator Hannah will reach out to the insurance company and Enterprise for more information.

Moved by Commissioner Peterson and supported by Commissioner Kozlowski to go into closed session for Staffing Analysis and Union Contract Issue. Motion carried. Closed session at 12:33 p.m. and reopened session at 1:07 p.m. All Committee members present.

Motion was made by Commissioner Peterson and supported by Commissioner Kozlowski to recommend a staffing analysis be conducted by MDOC for the Sheriff's Office as presented. Motion carried.

Motion was made by Commissioner Peterson and supported by Commissioner Francisco to authorize the County Administrator to move forward with negotiations on the union contract for 88th District Court as presented. Motion carried.

INFORMATION ITEM: Administrator Hannah presented an amended Department Head Handbook for the Committee to review. HR Specialist Jennifer Mathis updated and made corrections to the current handbook. Most of the changes are due to updates with policies. Reference in terms of the County Administrator's role and how it marries up with the Finance Committee Chair and the Chair of the Board were updated as well. The auditors made us aware that some language needed to be added regarding the credit card policy in the procurement and purchasing policy which will be brought before Finance for approval.

Discussion was made on annual reviews for employees. Step increases are given to non-union employees up to year 5 every year on the anniversary date of their hire and the question was presented as to why annual reviews were necessary when these increases are automatically given. Commissioner Peterson would like to make sure all Department Heads are monitoring employees and discussing any issues with HR. This may be a topic that HUB can assist with on manager training.

Chair Osmer went through the handbook for any discussion or changes the Committee members would like to recommend. The recommendations from the Committee will be updated and the handbook will be brought back to the next Personnel Committee meeting for approval in July.

Next meeting: Thursday, July 6, 2023 at 12:00 p.m. in the Howard Male Conference Room

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Francisco. Motion carried. The meeting adjourned at 2:00 p.m.

Jesse Osmer, Chairman

Kimberly MacArthur, Board Assistant

kvm