

DRAFT PERSONNEL COMMITTEE MEETING MINUTES

November 23, 2021 – 2:00 p.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
David Karschnick
John Kozlowski, Guest
Kevin Osbourne, Guest

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Bonnie Friedrichs, County Clerk
Cynthia Muszynski, Prosecuting Attorney
Gerald Fournier, Drain Commissioner
Catherine Murphy, Register of Deeds
Liz Skiba, District Court Administrator
Sheriff Steve Kieliszewski
Wes Wilder, Maintenance Superintendent
Kim Elkie, Board Assistant

INFORMATION ITEM: Commissioner Thomson presented a proposal to the Committee regarding a stipend for all non-union employees who didn't receive a raise for 2021. This has had Finance Committee approval to be presented, upon approval from Personnel Committee, to the November Full Board meeting. Moved by Commissioner Adrian with support by Commissioner Karschnick to present to the Full Board of Commissioners a recommendation to pay a stipend to all non-union employees (full- and part- time, to include an employee who was on short-term disability during the year) and full-time elected officials (not to include County Commissioners or Drain Commissioner) utilizing ARPA funds at \$1.00/hour for hours worked in 2021 at an approximate cost of \$80,000.00, not including social security, using ARPA funds. Motion carried.

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney, presented a request for an updated pay scale for the Crime Victims Rights Coordinator and Crime Victims Rights Compensation Fund Navigator; both positions are 100% grant funded. The new pay scale will align with the district court clerks. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to approve the updated pay scales for the Crime Victims Rights Coordinator and Crime Victims Rights Compensation Fund Navigator (both 100% grant funded), as presented, effective December 1, 2021:

Crime Victims Rights Coordinator:

Start: \$16.83
Step 1: \$17.23
Step 2: \$17.63
Step 3: \$18.02
Step 4: \$18.42
Step 5: \$18.82

Crime Victims Rights Compensation Fund Navigator:

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

INFORMATION ITEM: Gerald Fournier, Drain Commissioner, presented for consideration a request to receive the \$400.00 per month salary increase the County Commissioners received by board action September 29, 2021 which was effective October 1, 2021. Upon review, the Drain Commissioner has sometimes been considered a Commissioner and other times he has not. Moved by Commissioner Thomson to maintain the Drain Commissioner at his current salary; the motion failed for lack of support. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve an increase of \$339.83 per month to the Drain Commissioner's salary to bring the position into parity with the County Commissioners salary and benefits, retroactive to October 1, 2021, as presented.

INFORMATION ITEM: Catherine Murphy, Register of Deeds, presented a request regarding the proposed revised pay scale for the Deputy Register of Deeds. On the old pay scale graph the clerk assistant and deputy were combined; on the new pay scale they are separate. The clerical assistant/deputy in the Register of Deeds Office didn't receive an increase in wages when she was deputized. It was clarified that when the new pay rates are entered into the system the payroll increases will be applied to the appropriate line items.

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request for a stipend for Kim Nowak, District Court Recorder, for assisting Probate Court as Probate doesn't currently have a Certified Electronic Operator. These duties are outside her current job description. Kim is willing to assist; however, Liz is planning to speak with Judge Black and Judge Curtis about a long-term solution. If Kim is not available there is another employee who will assist; the stipend will be paid to the employee recording on any given day. Probate has available funds in their budget to pay the stipend. Moved by Commissioner Adrian with support by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends to approve to pay \$25.00 stipend per day for court electronic recording in Probate Court with monies to be paid from line item #101-294-702.001, effective December 1, 2021, as presented. Liz Skiba will notify the Clerk's office who to pay.

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented a request for a wage increase for District Court staff. Commissioner Thomson outlined the stipend discussed earlier in the meeting and explained 2022 is not yet under review until union negotiations are finished. He hopes to discuss these items and 2022 wages in January. Bonnie Friedrichs outlined for the Committee the stipends that were previously paid to District Court employees who performed tasks for Montmorency County; those employees have now retired and the current employees performing those jobs will top out at salaries less than their predecessors. The Committee will try to have a wage increase recommendation by the December Personnel meeting.

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, presented a request to fill positions being vacated in the Maintenance Department due to two employees retiring by the end of the year. Bob Seguin is retiring November 30 and Pat Carr is leaving at the end of the year. Wes is requesting permission to start the hiring process, at least for the assistant maintenance superintendent, to get the posting up for the union and advertise if necessary. Wes informed the Committee interviews were conducted yesterday and a candidate will be moving forward in the hiring process for the existing vacancy. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #4: The Committee recommends to post, advertise and fill the vacancies in the Maintenance Department which are due to retirement of two employees, as presented.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented a request for a Step Increase for Steve Mousseau, IT Director.

Moved by Commissioner Karschnick with support by Commissioner Adrian to approve Steve Mousseau receiving a Step Increase to Step 2 effective December 2, 2021, as presented. Motion carried.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented a request for a Step Increase for Ted Somers, Equalization Director.

Moved by Commissioner Karschnick with support by Commissioner Adrian to approve Ted Somers receiving a Step Increase to Step 5 effective January 1, 2022, as presented. Motion carried.

INFORMATION ITEM: Sheriff Steve Kieliszewski presented a request to the Committee

regarding payouts for accumulated Paid Time Off (PTO) for his staff. Due to employees out because of COVID and staffing shortages, it has been difficult for his staff to use PTO. He outlined the employees affected. Per their union contracts, they are entitled to payout at 100% if a request to use PTO is turned down. Sheriff Kieliszewski will submit a list to the Clerk's Office and the employees will receive payout after the final 2021 accruals are available. The Sheriff hopes with appropriate staffing and the new jail now open that his staff will be able to use their time off to avoid burnout.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented a request for a Program Assistant for the Home Improvement/Public Conservator office(s). The recommendation from the Home Improvement and Public Conservator Adhoc Committee is to combine the two programs into one office and hire a program assistant to support both programs. It is an overall reduction in budget, one director and an assistant rather than two directors. Moved by Commissioner Thomson with support by Commissioner Karschnick to recommend to approve to hire a Program Assistant for the Housing/Public Conservator offices with funding from their existing combined budget, as presented. Motion carried.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented information to the Committee regarding ratification of the proposed TPOAM Contract. The union members have ratified; final ratification will be placed on the Full Board agenda for November.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented the resignation letter from 911 Director/Emergency Services Coordinator Mark Hall effective at the end of the year. Mark is recommending to split the two positions. Discussion was held regarding splitting or keeping the jobs combined. County Administrator Hannah offered to work on splitting the job descriptions. It was noted that a full-time 911 director is in the 2022 department budget. It was decided to post the 911 Director position and have further discussions regarding the Emergency Management position. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #5: The Committee recommends to immediately post, advertise and fill the 911 Director position, as presented.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, provided information to the Committee regarding the Animal Control part-time kennel techs exceeding 30 hours per week, which could put the County into the position of having to provide health care insurance. Deputy Michelle Reid, Animal Control Officer, stated she has previously requested a third part-time employee to assist with flexibility in staffing. Upon questions regarding funding the position, discussion ensued regarding dog licenses and options to make the purchase of a license more convenient. Deputy Reid additionally requested an hourly wage increase for the Animal Control part-time kennel techs. Moved by Commissioner Adrian with support by Commissioner Karshcnick to recommend to add a third part-time Animal Control kennel tech, up

to 20 hours per week, and to move the wages for all part-time Animal Control employees to \$16.00/hour, as presented, and refer to the Finance Committee for funding. Motion carried.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented to the Committee an item that has come to light regarding longevity pay. Sgt. Mike Jones transferred from Base Security to the Sheriff's Office and should have started receiving longevity pay in 2016 but didn't receive it until 2018. Furthermore, he would have received an increase in 2019. The amount owed totals \$1,300.00. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #6: The Committee recommends to pay Sgt. Mike Jones his overdue longevity payment of \$1,300.00 by transferring from Base Security Fund to the General Fund, as presented.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented information to the Committee regarding a request for unpaid leave of absence for an employee of the Sheriff's Office. The employee does not qualify for FMLA. Discussion was held regarding the employee's responsibility to pay health insurance premiums. Sheriff Kieliszewski will reach out to the employee.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented a request to the Committee regarding paying out PTO for a new employee in her office, Lynn Edmonds, who had difficulty using PTO in her previous position with the County. Ms. Edmonds has a total of 185 hours of PTO on the books. Per employee transfer policy, Lynn can only carry 40 hours to the Clerk's Office. Due to the circumstances beyond the employee's control making her unable to use the PTO, Bonnie is asking that payment at 100% be made rather than the 50% normally provided. The full value of the 145 remaining hours of PTO is \$2,934.80 and there are funds available in Probate Court's wages line item. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #7: The Committee recommends to approve to pay Lynn Edmonds 145 banked PTO hours at 100% value in the amount of \$2,934.80, as presented.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, asked if a Board Poll had been done regarding PA 152. This item is on the Full Board agenda for November.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented information to the Committee regarding the Probate Register's request to have a 35-hour weekly salary. The current salary is based on 37.5 hours. Judge Curtis has no objection to the position changing to 35 hours. Moved by Commissioner Karschnick with support by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #8: The Committee recommends to approve the Probate Register to change to a 35-hour workweek and adjust her salary accordingly to \$39,057.00, as

presented. If the employee or department desires to reinstate the position to 37.5 hours, it is their responsibility to request the change through the Personnel Committee.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented information to the Committee for their review regarding obtaining a MERS Projection Study. MERS has notified the Clerk's Office that obtaining a projection study is a requirement before a Defined Benefit plan can be closed out. The cost will be \$800.00 for the first division's study ordered and \$500.00 for any subsequent divisions ordered at the same time. The study will take 6-8 weeks. The cost to order all divisions would be \$2,300.00 if ordered together. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #9: The Committee recommends to approve the Clerk to file the paperwork and order MERS Projection Studies for all bargaining divisions, as presented.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, informed the Committee she has received communication from MERS regarding forfeited funds in the amount of \$126,113.00 from two divisions and a separate \$6,400.00 from the County's portion of contributions for employees who left the County's employ or who took a distribution of their funds when separating and they weren't vested. The monies cannot be used for unfunded MERS liability. The County must notify MERS with a plan before the end of the year. Moved by Commissioner Adrian with support by Commissioner Karschnick to recommend this item to the Full Board agenda in November for discussion and action.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, and Kim Ludlow, County Treasurer, requested clarification from the Committee regarding the County Administrator position and responsibilities.

Motion to adjourn by Commissioner Adrian with support by Commissioner Karschnick. Motion carried. Adjourned at 5:56 p.m.

Marty Thomson, Chair

Kim Elkie, Board Assistant

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