

PERSONNEL COMMITTEE
DRAFT - MEETING MINUTES
Tuesday, June 07, 2022
Howard Male Conference Room

The Personnel Committee met on Tuesday, June 07, 2022 at 11:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
Robert Adrian
Kevin Osbourne (sitting in for John Kozlowski)
John Kozlowski, excused

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Erik Smith, Undersheriff
Kim Elkie, Director of Emergency Services and E911
Joe Haney, Assured Partners Regional President
Quintin Meek, Assured Partners Sr. Account Executive
Ashley Langer, Assured Partners Employee Advocate
Lesley Greene, Assured Partners GBA VP, Benefits Consultant
Jennifer Walker, Assured Partners Account Executive

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

INFORMATION ITEM: County Administrator Mary Catherine Hannah updated the Committee on the candidates for the Maintenance Level II positions. One of the two candidates to interview did not show up and the other candidate was very good but after reference checks was not suitable for an offer. More onboarding and training might be needed and will keep looking for candidates.

INFORMATION ITEM: Administrator Hannah updated the Committee on the candidates for the Human Resource Specialist position. One candidate she really liked is requiring too much for a salary. Discussion was made to increase the salary to be more competitive with other HR Specialist positions in the area. Motion was made by Commissioner Thomson and supported by Commissioner Karschnick to approve below action item. Motion carried.

ACTION ITEM #1- The Committee recommends approval to increase the Human Resource Specialist compensation by \$7,500 as presented.

INFORMATION ITEM: Sterling Group/Assured Partners made a presentation to the Committee on the benefits of retaining the current employee benefit company. Regional President Joe Haney introduced their staff and each shared a little about what they do with the company. He reported that Assured Partners does not charge for Employee Navigator and we can reach out to them with any questions about HR. They provide local presence, the program is working well, and they have saved the County from 2019-2022 \$86,000 over the four years with their program. Commissioner Karschnick questioned renewal rates and it was reported that an increase of approximately 8% or \$32,000 would go into effect at next renewal. Administrator Hannah discussed the need for mobile optimization and the use of fillable online forms. Account Executive Jennie Walker reported that

fillable online forms are an option, but the former County Clerk wanted paper copies. Assured Partners will be back in August to present their renewal information.

INFORMATION ITEM: Sheriff Erik Smith presented the need for funding for potential deputy candidates and would like to hire 6 new deputies. He has several candidates interested and would like to make an offer to two of them which would leave 4 to find and hire. Michigan Works will pay up to \$6,000 for training and an additional \$6,000 for equipment, supplies, or other items needed during training. The cost to attend the police academy is \$8,500 and with the \$6,000 from Michigan Works, would require the County to pay \$2,500 per individual sponsored. Sheriff Smith is recommending that \$15,000 be transferred to the Deputy Training Fund, or that a new line item be created. Motion was made by Commissioner Karschnick and supported by Commissioner Thomson to recommend the below action item. Motion carried.

ACTION ITEM #2 – The Committee recommends approval to authorize Treasurer to create a new line item for a Special Training Fund for the Sheriff’s Department and move \$15,000 from the General Fund to the new line item as presented.

INFORMATION ITEM: Sheriff Smith presented his recommended salary for Sheriff and Undersheriff positions. He discussed current wages of Deputies and Sergeants compared to the Undersheriff and Sheriff also reporting wages of other counties. Commissioner Thomson informed the Sheriff that Sheriff wages will be discussed during closed session.

INFORMATION ITEM: Director of Emergency Services and E911 Kim Elkie presented recommendation to advertise and fill 911 Dispatch position. Training for a 911 Dispatcher is approximately 4 months long and she would like to hire by August 1st. Administrator Hannah is working on a wage and benefits summary and Director Elkie will have before the Finance meeting. Motion was made by Commissioner Osbourne and supported by Commissioner Karschnick to recommend to Finance. Motion carried.

INFORMATION ITEM: Administrator Hannah presented recommendation to approve Dan Perge, Veterans Counselor, an increase from Step 1 to Step 2 effective June 24, 2022. Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the below action item. Motion carried.

ACTION ITEM #3: The Committee recommends approval of County Administrator’s recommendation to pay Dan Perge, Veterans Counselor, a Step Increase from Step 1 to Step 2 effective June 24, 2022 as presented.

INFORMATION ITEM: Administrator Hannah presented discussion for the process of annual review for County Administrator. Different options were discussed, and Commissioner Adrian and Administrator Hannah will sit down and create a form and bring back to Committee,

INFORMATION ITEM: Administrator Hannah discussed the Juneteenth Day holiday which is not built into any budget or contract. Discussion was made on what other counties were doing and whether to declare Juneteenth Day as a paid holiday. Motion was made by Commissioner Osbourne and supported by Commissioner Thomson to close the court on June 17th for this year only with the Judge’s discretion to use the Friday or Monday as a day to close the courts and give his employees the option to have that day off, with no pay.

Recommendation for Board Poll so courts can have certainty.

INFORMATION ITEM: Administrator Hannah presented the mid-year review from Employee Navigator. She reported longevity among employees is good, but compensation is lower than other counties.

CLOSED SESSION: Moved by Commissioner Thomson and supported by Commissioner Karschnick to go into Closed Session for TPOAM and 88th District Court discussion. Motion carried. Closed Session at 12:31 p.m. and Opened Session at 12:59 p.m. Roll call was taken with the following Commissioners present: Commissioners Karschnick, Osbourne, Adrian, and Thomson.

INFORMATION ITEM: Discussion and recommendation was made to increase the salary for both Undersheriff and Sheriff. Motion was made by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below action item. Motion carried.

ACTION ITEM #4 – The Committee recommends approval to increase the salary for Undersheriff to \$73,000 annually and to increase the salary for Sheriff to \$84,000 annually as presented; and to enter into an MoU with the appropriate Bargaining Unit regarding retirement benefits for the Sheriff and Undersheriff (maintaining existing benefits).

OTHER DISCUSSION: None.

Motion to adjourn by Commissioner Thomson with support by Commissioner Karschnick. Motion carried. The meeting adjourned at 1:06 p.m.

Marty Thomson, Chairman

Kim MacArthur, Board Assistant

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