

PERSONNEL COMMITTEE

April 13, 2021 - 9 a.m. - HMCR

The Personnel Committee met on April 13, 2021 at 9:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chairman
Dave Karschnick
Bob Adrian

OTHERS PRESENT: Mary Muszynski, District Court Administrator
Judge Thomas LaCross
Bonnie Friedrichs, County Clerk
Tammy Sumerix-Bates, Executive Manager

INFORMATION ITEM: Mary Muszynski, District Court Administrator and Judge Tom LaCross appeared before the Committee to discuss the following items:

- 1) Sue Latuszek recommendation for step increase 5 due 4/11/21

Moved by Commissioner Adrian and supported by Commissioner Thomson to approve Sue Latuszek going from Step 4 to Step 5 effective 4/11/21. Motion carried.

- 2) Phil Kieliszewski's (District Court Senior Probation Officer) retirement as of 5/31/21 and replacement. Moved by Commissioner Adrian and supported by Commissioner Karschnick to recommend the following action item. Motion carried.

ACTION ITEM #1: The Committee recommends to authorize filling the vacancies in District Court for Senior Probation Officer position at Step 1 effective June 1, 2021 and also filling the Probation Officer position at Step 1 effective June 1, 2021.

- 3) Mary Muszynski's (District Court Administrator) retirement as of 6/30/21 and replacement. Moved by Commissioner Karschnick and supported by Commissioner Adrian to recommend the following action item. Motion carried.

ACTION ITEM #2:

The Committee recommends to authorize filling the District Court Administrator position at Step 1 effective July 1, 2021.

- 4) The District Court Administrator position will be filled by the Magistrate therefore the Part-time Magistrate position will need to be filled.
Moved by Commissioner Thomson and supported by Commissioner Karschnick to authorize filling of the part-time Magistrate position. Motion carried.
More details will be presented at a later date.

ACTION ITEM #3:

The Committee recommends we authorize the filling of the part-time Magistrate position.

INFORMATION ITEM:.

Bonnie Friedrichs, County Clerk reported on the following items:

- 1) Bonnie reported that minor revisions to explain policies were put in the Personnel Handbooks but no policy changes were made. She will be making up books for each Department Head which will include policies as follows: Department Head, Non-union employee, County Employee, Union (whichever is applicable if necessary), and the County Emergency Plan.
- 2) Bonnie will schedule a Department Head meeting to explain book and forms. Personnel Committee members will be invited to attend this meeting.
- 3) Part-time employee in the Clerk's Office. Bonnie has funding for 14 hours for the part-time person but needs an additional 7 hours for a total of 21 hours per week. She is requesting this person be authorized for an additional 7 hours a week. Moved by Commissioner Adrian and supported by Commissioner Karschnick to recommend to the Finance Committee for funding an additional 7 hours per week for a clerical employee for the Clerk's Office. Motion carried.
- 4) Deferred Comp needs to be looked at again and bid out locally so that a local representative can provide service to employees on their funds.

INFORMATION ITEM:

The Committee reviewed a letter from Judge Bolser requesting an appointment to the Alpena County Jury Board. Moved by

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

ACTION ITEM #4: The Committee recommends we approve the appointment of Kristi Koperwas to the Alpena County Jury Board with a term to beginning May 1, 2021 and expiring on April 30, 2027.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to adjourn. Motion carried. Meeting adjourned at 11:03 a.m.

Marty Thomson, Personnel Chairman

Tammy Sumerix-Bates, Executive Manager

tsb