

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, October 1, 2024  
Howard Male Conference Room

The Personnel Committee met on Tuesday, October 1, 2024, at 12:30 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Bill Peterson, (excused)  
Burt Francisco, (sitting in for Bill Peterson)  
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator  
Jennifer Mathis, Human Resource Specialist  
Keri Bertrand, County Clerk  
Kim MacArthur, Board Assistant

CALL TO ORDER

Chair Fournier called the meeting to order at 12:30 p.m.

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

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Motion was made by Commissioner Kozlowski and supported by Commissioner Francisco to adopt the agenda with the following additions: 1) Closed Session for Personnel Matter; and 2) Letter of Resignation as presented. Motion carried.

PUBLIC COMMENT

None.

INFORMATION ITEM: Chair Fournier reported the evaluation for the County Administrator will be due by the end of November.

INFORMATION ITEM: County Administrator Jesse Osmer reported Chief Deputy Treasurer Cindy Cebula has requested to be paid out for any unused PTO hours left at the end of 2024, as she will be taking office as Treasurer beginning January 1, 2025. At this time, she estimates she will have 76.13 hours of PTO or an estimated \$1,966.44.

Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to recommend approval to pay Chief Deputy Treasurer Cindy Cebula for her unused PTO hours that are remaining at the end of 2024 as presented. Roll call vote was taken: AYES: Commissioners Francisco, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to pay Chief Deputy Treasurer Cindy Cebula for her unused estimated 76.13 PTO hours (estimated \$1,966.44) that are remaining at the end of 2024 as presented.**

INFORMATION ITEM: County Administrator Jesse Osmer met with the Treasurer and at the end of FY24 it is projected that the County will fall underneath the 24.97% of unrestricted fund balance. He will work towards correcting this but if that does occur, he wanted to remind the Commissioners that their current budget policy calls for all part-time and temporary positions funded by the General Fund to be terminated.

INFORMATION ITEM: Administrator Osmer reported applications are currently being accepted for the Opioid Steering Committee. All applications will come before the Personnel Committee at the next meeting and recommendations will be sent to the Full Board where a resolution will need to be adopted. Commissioner Francisco has been working with the Opioid partners and offered any assistance to the Personnel Committee.

INFORMATION ITEM: Administrator Osmer reported the Health Steering Committee recently met and HR Specialist Jennifer Mathis reported the following updates:

1. Vision Insurance – We are locked into our rates for next year.
2. Delta Dental – There is a 3.4% increase that will be covered by employees. Optional Orthodontic coverage will be offered for dependents under 18.
3. Short Term Disability & Life Insurance – Moving from Dearborn Group with a savings of about \$1,280 for the county.
4. Long Term Disability – The county will be offering long term disability which will be fully funded by the employees.
5. Pet Insurance – Pet insurance will be offered again this year which is fully funded by the employees.
6. Employee Assistance Program – Looking to cancel Ulliance as it is not being utilized. The cost is \$9,500 per year.
7. Medical Insurance – Keeping the same plans with Blue Cross. There is a 7.63% increase for 2025. Premiums will go up a bit for employees and the County will be paying an increase of \$40,867 for the health insurance.

The Health Fair will be held at the courthouse on Friday, October 18<sup>th</sup> from 11am to 1pm and open Enrollment will immediately follow for one week.

INFORMATION ITEM: Administrator Osmer reported the in lieu of pay is included into the union contracts and moving forward discussion was made with the Health Steering Committee to remove from union contracts and put in with the Health Steering Committee for negotiations.

Motion was made by Commissioner Kozlowski and supported by Commissioner Francisco to approve the County Administrator move forward with placing “in lieu of” pay discussion to the Health Steering Committee and away from union contract negotiations as presented. Roll call vote was taken: AYES: Commissioners Francisco, Kozlowski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval for the County Administrator to move forward with the process of moving in lieu of payment discussions from union contracts to the Health Steering Committee for negotiating as presented.**

INFORMATION ITEM: Administrator Osmer asked for clarification on the Administrator evaluation. The criteria will be the same as previous evaluations with modification made to the numbering system. A survey will also be sent out to the Department Heads and Elected Officials. The information received will be included on the next Personnel Committee meeting in November.

INFORMATION ITEM: Commissioner Francisco reported Library Board member Michelle Cornish has submitted her letter of resignation.

Motion was made by Commissioner Francisco and supported by Commissioner Kozlowski to accept the Library Board letter of resignation from Michelle Cornish effective today, October 1, 2024, as presented. Roll call vote was taken: AYES: Commissioners Francisco, Kozlowski, and Fournier. Motion carried.

CLOSED SESSION: The Committee went into closed session for a Personnel Matter at 12:50 p.m. Session opened at 1:20 p.m.

INFORMATION ITEM: HR Specialist Mathis reported the following employment separations:

- The part-time Crime Victim Advocate in the Prosecutor's Office resigned for a full-time job elsewhere. They are not looking to fill the position.

**\*Next Meeting: Tuesday, November 5, 2024, at 12:00 p.m. in the Howard Male Conference Room/Zoom**

Motion to adjourn by Commissioner Francisco and supported by Commissioner Kozlowski. Meeting adjourned at 1:24 p.m.

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Brenda Fournier, Chair

kvm