

PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Tuesday, April 19, 2022
Howard Male Conference Room

The Personnel Committee met on Tuesday, April 19, 2022 at 2:00 p.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Dave Karschnick, Chair
Robert Adrian
John Kozlowski
Kevin Osbourne
Don Gilmet, guest
Marty Thomson (zoom)

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Lynn Bunting, Board Assistant
Kim MacArthur, Board Assistant
Erik Smith, Undersheriff
Judge Alan Curtis, Probate/District Court
Kim Elkie, 911/Emergency Manager Director
Janelle Mott, Juvenile Officer (zoom)
Marcia Burns, Circuit Court Administrator (zoom)
Catherine Murphy, Register of Deeds (zoom)

Chair Dave Karschnick called the meeting to order at 2:00 p.m.

INFORMATION ITEM: County Administrator Hannah presented the recommendation for the District Court Administrator salary adjustment and gave a background history reporting that the District Court Administrator presented the request previously to the Personnel Committee. Based on the size of our county, the average salary is between \$45,000 and \$75,000.

Judge Curtis presented the recommendation for a salary increase for the District Court Administrator at \$52,000. There would be a step increase for 5 years which would bring the annual salary to \$57,000 at the end of that 5-year period.

Moved by Commissioner Adrian and supported by Commissioner Karschnick to recommend the below action item. Roll Call Vote was taken: AYES: Commissioner Osbourne, Commissioner Adrian, and Commissioner Karschnick. NAYS: Commissioner Kozlowski. Commissioner Thomson, excused. Motion carried.

ACTION ITEM #1: The Committee recommends approval of new hire District Court Administrator salary starting wage at \$52,132.

INFORMATION ITEM: County Administrator Hannah presented the opportunity to review changing insurance agencies for health/employee benefits. Lappan Agency (Sterling Group), is the current Alpena County insurance company for health/employee benefits. Administrator Hannah gave information about a company (HUB) out of Grand Rapids that comes to the Alpena area frequently. Administrator Hannah reported that HUB is customer focused, hands on, and great with

working with employees. Administrator Hannah will be contacting them to do a full presentation to committee on May 2.

INFORMATION ITEM: County Administrator Hannah presented the status for the 911/Emergency Manager (EM) position, discussed and recommended to hire Assistant 911 Director/Emergency Manager as a part time position with a maximum of 25 hours worked a week, with no employee benefits. Administrator Hannah reported that there is an additional \$10,000 budgeted to help with the Assistant 911 Director/Emergency Manager's salary and will create a new job description and post the position upon board approval.

An option to work with Montmorency County to have a joint EM was, at this time, declined by Montmorency County. This issue will also be reviewed by Courts and Public Safety on April 21.

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

ACTION ITEM #2: The Committee recommends approval to hire a part time Assistant 911 Director/Emergency Manager at \$20 per hour at 20 hours per week with no benefits.

INFORMATION ITEM: Discussion and recommendation for acting Emergency Manager and 911/Central Dispatch Director (Kim Elkie) to set wage as full time for both 911/Central Dispatch Director and Emergency Manager positions. Moved by Commissioner Osbourne and supported by Commissioner Adrian to recommend the below action item. Motion carried.

ACTION ITEM #3: The Committee recommends approval to appoint Kim Elkie as full-time Emergency Manager recombining position with 911 Director.

INFORMATION ITEM: Kim Elkie, 911/Emergency Manager Director, gave input that any help in the department is appreciated, and she is open for options.

INFORMATION ITEM: Administrator Hannah reported that the Presque Isle Veterans Service representative resigned; folks are calling Alpena for assistance. The Veterans Grant Funds are only for Alpena County residents, and it is not intended for other counties, but Alpena County may help other counties as needed. Administrator Hannah will be reaching out to Presque Isle County to discuss Veteran Services.

Motion to adjourn by Commissioner Karschnick with support by Commissioner Kozlowski. Motion carried. The meeting adjourned at 3:10 p.m.

Dave Karschnick, Chairman

Kim MacArthur, Board Assistant

kvm