

PERSONNEL COMMITTEE  
MEETING MINUTES  
Tuesday, July 7, 2026  
Howard Male Conference Room

The Personnel Committee met on Tuesday, July 7, 2026, at 10:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair  
Todd Britton  
Travis Konarzewski (sitting in for John Kozlowski)  
John Kozlowski, excused

OTHERS PRESENT: Jesse Osmer, County Administrator  
Cindy Cebula, Treasurer  
Keri Bertrand, Clerk  
Sheriff Erik Smith  
Ashley Kolnowski, Animal Control Officer

CALL TO ORDER

Chair Fournier called the meeting to order at 10:00 a.m.

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

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Moved by Commissioner Britton and supported by Commissioner Konarzewski to adopt the agenda with the addition of Clerk's Office Overtime. Motion carried.

CLERK'S OFFICE OVERTIME

County Administrator Jesse Osmer reported County Clerk Keri Bertrand is having difficulty getting responses from some of the area clerks on their portion of vetting the recall petitions. According to MCL, the County Clerk can either vet the signatures herself, or she can distribute them to the local clerks. Because she is having a difficult time getting responses, she is requesting an increase in her overtime line item as this will ultimately fall on the county to make sure that it gets done. The last day for the signatures to be vetted is July 21<sup>st</sup>.

Moved by Commissioner Britton and supported by Commissioner Konarzewski to approve an increase to the Clerk's overtime line item as presented. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to allow up to \$2,000 from the Contingency line item to be moved into the County Clerk's overtime line item for any overtime accrued while the office is vetting signatures for the recall petitions as presented. Any funds not used will be returned to Contingency.**

PTO USAGE & TELEWORKING POLICY

Administrator Osmer reported that after reaching out to the Michigan Association of County Administrators and speaking with legal counsel, the county is fine to keep the PTO usage and Teleworking Policy close to what is currently in place with two changes. PTO will have "or direct

report” added after Department Head and it was recommended that teleworking be approved by the Personnel Committee. If the committee is not available to review the request within 72 hours, the County Administrator will reserve the right to make a temporary decision. Administrator Osmer reported in this case he would reach out to the Personnel Chair and Board Chairman before any action is taken.

Moved by Commissioner Konarzewski and supported by Commissioner Britton to approve the changes to the PTO Usage and Teleworking Policies as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to make the changes to the PTO Usage and Teleworking Policies as presented.**

**EMERGENCY MANAGEMENT DIRECTOR PLACEMENT**

Administrator Osmer reported he had previous conversations with Sheriff Erik Smith regarding the possibility of moving the Emergency Management position out to the Sheriff’s Office. Sheriff Smith presented a wage scale breakdown. This would be a newly created union position, and this person would primarily be focused on Emergency Management but could still help with other items at the Sheriff’s Office. Moving the position to the Sheriff’s Office would cost between \$7,746 to \$23,227 extra, but Sheriff Smith stated they would make this a good program that the citizens of Alpena County deserve. The investigator position that was previously approved for the Sheriff’s Office would be put on hold.

Moved by Commissioner Britton and supported by Commissioner Konarzewski to approve moving Emergency Management out to the Sheriff’s Office as presented. Roll call vote was taken: AYES: Commissioners Britton, Konarzewski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval to move Emergency Management out to the Sheriff’s Office as presented.**

Discussion was made on the interview process. As an elected official, Sheriff Smith will be the one to appoint someone to that position. The Personnel Committee would not need to conduct any interviews at this time.

**COUNTY ADMINISTRATOR CONTRACT**

Administrator Osmer presented a revised contract with the changes that were mentioned at a previous meeting from Board Chairman Kozlowski. Under the compensation portion of the contract two options were presented to the committee.

Moved by Commissioner Konarzewski and supported by Commissioner Britton to approve the contract with the changes and first compensation option as presented. Roll call vote was taken: AYES: Commissioners Britton, Konarzewski, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the County of Alpena Administrator Agreement for a term beginning July 1, 2026, and ending June 30, 2029, with a 3% stipend based off the current salary of \$87,870 to be paid July 17, 2026, as presented.**

**EMPLOYEE SEPARATIONS**

The Emergency Management position is vacant.

#### OTHER DISCUSSION

Sheriff Smith introduced Ashley Kolnowski as the new Animal Control Officer. Ashley started last week and has been doing a lot of training.

#### ADJOURNMENT

Moved by Commissioner Konarzewski and supported by Commissioner Britton to adjourn the meeting. Motion carried. The meeting adjourned at 10:44 a.m.

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Brenda Fournier, Chair

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