

PERSONNEL COMMITTEE
MEETING MINUTES
Tuesday, June 2, 2026
Howard Male Conference Room

The Personnel Committee met on Tuesday, June 2, 2026, at 10:00 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Brenda Fournier, Chair
Todd Britton
John Kozlowski

OTHERS PRESENT: Jesse Osmer, County Administrator
Cindy Cebula, Treasurer
Keri Bertrand, Clerk
Sheriff Erik Smith
Cynthia Muszynski, Prosecutor

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

ROLL CALL

All members present.

ADOPT AGENDA

Chair Fournier presented the agenda for approval. Moved by Commissioner Britton and supported by Commissioner Kozlowski to adopt the agenda with changing the discussion on the Teleworking Policy from County Administrator Jesse Osmer to Commissioner Kozlowski. Motion carried.

PUBLIC COMMENT

Tricia Udell of Herron stated she is an advocate and volunteer for Alpena County 4-H and it was brought to her attention that the 4-H Program Coordinator had reached out about scheduling the fairgrounds for upcoming 4-H events and was told they cannot schedule their upcoming summer events prior to the fair. She is asking that the facility please be open and let the community use it as it was intended this summer.

TPOAM PAY PREMIUM

Alpena County Prosecutor Cynthia Muszynski reported one of her employees had produced a paralegal certificate to HR and she is asking the committee to consider a pay premium of \$.45 for this certification as it was not listed as one of the education/training options on the TPOAM LoU chart. Having this certificate helps to provide essential support by handling not only administrative but case management responsibilities that would otherwise consume the time of the prosecutors. This certification increases the overall productivity of the Prosecutor's Office.

Discussion was made on the Microsoft certification that is part of the education/training list and that it does not take one year to complete. A person can take a quick class online and receive the certificate.

Interim Union President Stacey Stewart reported if she is involved during the union negotiations next year the certification listing will be cleaned up.

Commissioner Kozlowski stated the letter of understanding should not be indefinite and should be worked into the contract.

County Clerk Keri Bertrand recommended during negotiations to define what the Microsoft certificate means and what they are looking for.

Moved by Commissioner Britton and supported by Commissioner Kozlowski to approve the paralegal certificate for a pay premium as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval to accept the paralegal certificate from Prosecutor's Office employee Tracey Sherlock and compensate an additional \$.45 per hour beginning June 9, 2026, as presented.

TIMECARDS

Administrator Osmer reported there was an issue with an elected official and a department head where timecards were either not approved in a timely manner or were not done correctly. It is important to have a centralized person who can monitor these. Deputy County Administrator Jennifer Mathis has done this in the past and recommendation was made for her to have access to the timecards, so a second person is able to approve them.

Discussion was made that part of the responsibility of the department head or elected official is to notify HR that a staff member is going on FMLA. If she looks at a timecard that wasn't done correctly to begin with, she still will not know the employee is on FMLA. Administrator Osmer will send out a memo to the elected officials and department heads letting them know that going forward if FMLA occurs or any other kind of inconsistency that would disrupt payroll, they must notify HR.

Moved by Commissioner Kozlowski and supported by Commissioner Britton to allow Deputy County Administrator Jennifer Mathis to have access to all county employee timecards as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier.

ACTION ITEM #2: The Committee recommends approval for the Deputy County Administrator/HR to have access to all county employee timecards as presented.

PTO USAGE

Administrator Osmer reported there have been issues within the last two years of individuals saving their PTO and using it for multiple weeks at the end of the year. In November and December there is a lot happening with policy changes and budgetary adjustments and not being able to contact people makes things difficult. Being off for an extended period also calls into question whether those departments are being well managed over that period. There currently is no policy in place regarding how many consecutive days can be used.

Administrator Osmer will gather more information and wait for responses from the Michigan Association of County Administrators if there is a standard of how many consecutive days of PTO can be used. This will be added to the July Personnel Committee meeting.

COLUMBUS DAY TRAINING

Administrator Osmer reported a lot of federal offices are closed for Columbus Day and some counties use this day as paid in-house employee training and close their offices. Numerous items could be covered all in one day such as CPR, FOIA, BS&A, open meetings, IT and sexual harassment training. Commissioner Britton would like the training to be structured with a list of what will be getting accomplished.

Moved by Commissioner Britton and supported by Commissioner Kozlowski to approve employee Columbus Day training as presented. Roll call vote was taken: AYES: Commissioners Britton, Kozlowski, and Fournier. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval to close the county offices on Columbus Day, October 12, 2026, for paid in-house employee training as presented.

TELEWORKING POLICY

Commissioner Kozlowski stated there is a teleworking policy in place, but it needs to be better defined. While overseeing a department there is an issue with teleworking as you are not getting feedback and knowledge of what is going on in your office as you would be if you were physically there. By teleworking it is easy to get sidetracked on things while at home which would not allow the work that should be done if you were focused on it in your office. Teleworking can easily be taken advantage of and abused and should be by exception not expectation.

Deputy Administrator Mathis reported the PTO usage issue and teleworking go hand in hand as people are teleworking while on vacation and building PTO up. They should be using PTO, not teleworking from a hotel. Also, some people will work 10 to 12 hours remotely and credit themselves for the rest of the week, so they don't have to use PTO. They still get 40 hours in but only work Monday through Thursday and don't come in on Friday.

Discussion was made on labor laws regarding some individuals who telework for health reasons.

Administrator Osmer will speak with the labor attorney, reach out the House, and the Association of County Administrators to gather more information. This will be added to the July Personnel Committee meeting.

CLOSED SESSION

The committee went into closed session for discussion on a personnel contract and employee separation at 10:51 a.m. and opened session at 11:38 a.m. All members present.

ADJOURNMENT

Moved by Commissioner Kozlowski and supported by Commissioner Britton to adjourn the meeting. Motion carried. The meeting adjourned at 11:38 a.m.

Brenda Fournier, Chair

kvm