

**PERSONNEL COMMITTEE****NOVEMBER 9, 2023*****CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX  
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 12:00 p.m. in Conference Room 302 in the Administration Office on the 3<sup>rd</sup> Floor of the County Complex.

Members Present: Commissioners Truman Mast, William Hamilton and Gary Howell.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Stephanie King, Chief Animal Control Officer; Lauren Emmons, CMH CEO; and Brooke Sankowicz, CMH Clinic Services Director

**AGENDA**

The Agenda was reviewed.

**Motion by Howell, supported by Hamilton, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.**

**MINUTES**

The minutes from the October 26, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

**Motion by Hamilton, supported by Howell, to approve the minutes from the October 26, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.**

**ANIMAL CONTROL**

Stephanie King, Chief Animal Control Officer, was present to request permission to add and hire two temporary part-time Kennel Attendant positions (#TBD, Pay Grade 13, flat entry rate) to help with the daily care of the animals at Animal Control. She gave a brief history how this was done back in 2019 and she wants to try it again. This will also allow her and the other ACO more time to handle complaints, animal investigations, or do canvassing. It was noted that this option will save at least \$8,600 by leaving the full-time position vacant. She will report back in 6-months on the status of how the positions are working out. Questions and discussion followed.

**Motion by Howell, supported by Hamilton, to recommend to the Full Board to authorize Animal Control to amend their Table of Organization to add and hire two(2) part-time temporary Kennel Attendants (#TBD, Pay Grade 13 Flat Entry Rate) for a period of six(6) months, and to return with an update on the status of the positions; and further, to approve the revised job description for said position. Motion carried unanimously.**

**COMMUNITY MENTAL HEALTH**

Mr. Emmons and Ms. Sankowicz, were present to provide information on their request to add two full-time BA Supervisor positions that will be part of the CMH Finance Department, that have been contracted services through CMA, due to the anticipated retirement of the owners of CMA (Accounting Manager and Contract Manager). They would also like the new employees to train alongside the current contractual staff for approximately 11 months prior to contract expiration on December 31, 2024. Lengthy questions and discussion followed.

**Motion by Howell, supported by Hamilton, to recommend to the Full Board to amend the Table of Organization for Community Mental Health to add two full-time BA Supervisor positions for the CMH Finance Department, formerly contracted services provided by CMA, (#TBD, one BA Supervisor/Accounting Manager and one BA Supervisor/Contract Manager, both Pay Grade 21), to be paid from CMH's budget, and at no additional cost to the County's General Fund; and further, to approve the new job descriptions for said positions.**

**ADJOURN**

**Motion by Kohlman, supported by Hamilton, to adjourn the meeting. Motion carried unanimously. 12:28 p.m.**

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*