

PERSONNEL COMMITTEE

JUNE 8, 2023

*CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446*

Chairman Truman Mast called the meeting to order at approximately 8:17 a.m. in Conference LunchRoom in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, Bryan Zender, and Brad Haggadone.

Others: Jackie Arnold, Interim County Controller/Administrator & CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, Human Resource Manager; Sheriff Scott McKenna, and Undersheriff Mike Odette.

AGENDA

The Agenda was reviewed.

Motion by Zender, supported by Haggadone, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.

SHERIFF'S DEPARTMENT

Sheriff Scott McKenna and Undersheriff Mike Odette were present to provide information regarding the request to fill the vacant Administrative Specialist position (#123, Pay Grade S3) at Step IV due to the candidate's extensive experience and specialized knowledge. He reported that the potential candidate has been an administrative assistance in law enforcement for many years, but also has experience in redacting for FOIA's related to body cams, which the Sheriff's Department will be getting soon. No other employees in the Sheriff's Department is trained on redacting. They are also a LEIN Technician and trained Evidence Technician so that will be great asset by having a 2nd person to be able to do those duties. Lengthy questions and discussion followed regarding the appropriate step to hire this individual. It was mentioned that the job description may need to be updated for the future for new duties that were not previously done in that capacity. The Sheriff also noted that this would be at no cost to the County's General Fund, and noted there is still one vacant Deputy Clerk position too since the recent retirement of Deputy Linda Schell.

Motion by Haggadone, supported by Zender, to recommend to the Full Board to authorize the Sheriff's Department to hire and fill the vacant Administrative Specialist position (#123, Pay Grade S3) at Step IV pay rate due to the candidate's extensive experience with law enforcement agencies and skills with FOIA, LEIN certified, and trained as Evidence technician, to be paid from the Sheriff Department's budget, at no additional cost to the County's General Fund. Motion carried unanimously.

Sheriff McKenna also noted that he has a Corrections Officer position that is becoming vacant effective tomorrow, June 9th and he has a candidate that has worked in Corrections in Genesee County for 3.5 years and would like to hire the candidate at Step I, pursuant to the Letter of Understanding with the union on lateral transfers. Questions and discussion followed. Sheriff noted that this is the first time since he took office that his department has been fully staffed and he believes that is because of the wage study and the ability to offer the lateral hires.

Motion by Haggadone, supported by Zender, to recommend to the Full Board to authorize the Sheriff's Department to hire and fill the Corrections Officer position (#138, Pay Grade S4) at Step I pay rate due to the candidate's 3.5 years of Corrections experience and pursuant to the Letter of Understanding with the union, to be paid from the Sheriff Department's budget, and at no additional cost to the County's General Fund. Motion carried unanimously.

Discussion was held regarding the hourly rate paid to Marine Deputies. Sheriff McKenna noted that they are currently only paid \$11.31, which is extremely low and less than fast food workers. The Marine Deputies are required to work on weekends, holidays, etc. Questions and discussion followed and Commissioner Zender recommended the rate of \$16 hour and stated that if that needed to be revisited due to issues of not having enough staffing, that it could be brought back to a future Personnel Committee meeting.

Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize the Sheriff's Department to establish the hourly rate of \$16.00 per hour for Marine Deputies, effective June 24, 2023, to be paid by the Sheriff Department's budget, and at no additional cost to the County's General Fund. Motion carried unanimously.

MINUTES

The minutes from the May 11, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Zender, supported by Haggadone, to approve the minutes from the May 11, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

ADJOURN

Chairman Mast adjourned the meeting at 8:40 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager