

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

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

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

OTHERS PRESENT: Jesse Osmer, County Administrator  
Cindy Cebula, Treasurer  
Keri Bertrand, Clerk  
Sheriff Erik Smith  
Nicki Janish, Public Conservator/Home Improvement Director  
Donna Hardies

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 Peterson to adopt the agenda with removal of the Travel Policy. Motion carried.

PUBLIC COMMENT

None.

HOME IMP/PUBLIC CONSERVATOR OFFICE HIRE TEMPORARY ASSISTANT

Home Improvement Director and Public Conservator Nicki Janish presented a memo requesting temporary support for the Public Conservator and Home Improvement Offices during maternity leave for the Program Assistant. Initially, a memo was prepared proposing to hire outside assistance for the offices. Executive Assistant to the Board of Commissioners Kim MacArthur expressed interest in filling that role. This would be a better solution to hire someone already within the County and not try to find someone to work only for a 12-week period.

Moved by Commissioner Britton and supported by Commissioner Peterson to approve Kim MacArthur as the temporary Program Assistant to the offices of the Home Improvement and Public Conservator as presented. Roll call vote was taken: AYES: Commissioners Peterson, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval for Kim MacArthur to act as temporary Program Assistant for the Home Improvement and Public**

**Conservator Offices during the maternity leave period for the current Program Assistant for a stipend of \$6,000.00 paid bi-weekly in the amount of \$1,000.00 beginning June 1, 2026, for a 12-week period as presented.**

#### FULL TIME SHELTER MANAGER

Sheriff Erik Smith presented a memo requesting the part-time Animal Control Shelter Manager position become full-time. Amanda Rodriguez has been doing a great job as the part-time manager always putting the needs of the animals and Alpena County first. To continue moving forward with the separation of the manager position and Animal Control Officer, Sheriff Smith presented a breakdown with making Amanda full-time while staying within budget. With Amanda working 40 hours per week that leaves approximately 41 hours per week for other part-time staff.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve making the Animal Control Shelter Manager a full-time position as presented. Roll call vote was taken: AYES: Commissioners Peterson and Britton. NAYS: Commissioner Fournier. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to make the Animal Control Shelter Manager position full-time as presented.**

#### NON-CERTIFIED ANIMAL CONTROL OFFICER

Sheriff Smith presented a memo requesting to hire a non-certified Animal Control Enforcement Officer at a rate of \$22.00 per hour. Currently, this is a certified MCOLES position meaning a certified police officer but finding a MCOLES certified deputy will be difficult. There's a 3-to-4-week initial training course and the possibility of sponsoring this person in the future to go through the police academy to become certified. This will save money in the 2026 budget as the starting rate for a deputy is approximately \$24.00 per hour.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve hiring a non-certified Animal Control Enforcement Officer at a rate of \$22.00 per hour as presented. Roll call vote was taken: AYES: Commissioners Peterson and Britton. NAYS: Commissioner Fourier. Motion carried.

**ACTION ITEM #3: The Committee recommends approval to hire a non-certified Animal Control Enforcement Officer at a rate of \$22.00 per hour as presented.**

#### AI POLICY

County Administrator Jesse Osmer presented a County AI Policy for review and approval. Commissioner Peterson reported this topic was discussed at the last Michigan Association of Counties conference with some counties already having lawsuits. This policy will help put a safeguard up and most likely grow with time as AI continues to develop.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve the AI Policy as presented. Roll call vote was taken: AYES: Commissioners Peterson, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the AI Policy as presented.**

#### GROUND AND MAINTENANCE & CHARTER TOWNSHIP OF ALPENA

Charter Township of Alpena inquired about the County's willingness to contract grounds and maintenance services. Township Supervisor Abbi Kaszubowski will be discussing with her board the amount the county offered in the amount of \$70,000.00. The work would include plowing of the two fire departments, the lift stations, cleaning their building once a week, mowing the grounds, and making small repairs as needed. Grounds and Maintenance Superintendent Nick Akins shared his concerns about the winter weather and the amount of overtime that could potentially be needed to make sure those two fire departments are plowed in a timely manner. This agreement would give the county enough funds to hire another employee for Grounds and Maintenance. Before proceeding with any further discussion with the township, Administrator Osmer wanted to make sure there was interest with the board before moving forward and drafting any agreements.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve proceeding with a draft agreement with Charter Township for grounds and maintenance services as presented. Motion carried.

**ACTION ITEM #5: The Committee recommends approval for the County Administrator to proceed with Charter Township of Alpena on a draft contract for grounds and maintenance services and bring back to the board for review and approval as presented.**

#### OPIOID REMEDIATION FUND STEERING COMMITTEE APPOINTMENT

Donna Hardies introduced herself to the committee. She works at Catholic Human Services, Up North Prevention as the Prevention Director and has applied for a vacant position on the Opioid Remediation Fund Steering Committee. Administrator Osmer stated she would be a great addition to that committee.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve the appointment of Donna Hardies to the Opioid Remediation Fund Steering Committee as presented. Roll call vote was taken: AYES: Commissioners Peterson, Britton, and Fournier. NAYS: None. Motion carried.

**ACTION ITEM #6: The Committee recommends approval to appoint Donna Hardies to the Opioid Remediation Fund Steering Committee for a term effective immediately and ending December 31, 2026, as presented.**

*County Clerk Keri Bertrand swore Donna Hardies in.*

#### EMPLOYEE SEPARATIONS

None.

#### ADJOURNMENT

Moved by Commissioner Britton and supported by Commissioner Peterson to adjourn the meeting. Motion carried. The meeting adjourned at 10:43 a.m.

  
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Brenda Fournier, Chair

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