



**MINUTES**  
**Board of Commissioners Chambers**  
**219 East Paw Paw Street**

**January 25, 2022 1:00 PM**

**Commissioners**

Gail Patterson-Gladney, District 1  
Kurt Doroh, District 2  
Richard Godfrey, District 3  
Mike Chappell, District 4  
Randall Peat, District 5  
Donald Hanson, District 6  
Paul Schincariol, District 7

**Labor, Negotiations, and Contracts Committee Meeting**

1. **Call to Order**  
Committee members present: Commissioner Richard Godfrey (Chair), Commissioner Kurt Doroh (standing in for Commissioner Don Hanson), Commissioner Randy Peat  
  
Others in attendance: County Administrator Frank Hardester, Human Resources Director Anna Cerven, Public Transit Director Laurie Schlipp
2. **Additions/Deletions to the Agenda**  
None
3. **Approval of Agenda**  
Motion to approve the agenda as presented by Commissioner Peat; Supported by Commissioner Doroh; Motion: Carried.
4. **Approval of Minutes**
  - A. **11/23/2021 Labor, Negotiations, and Contracts Committee Minutes**  
Motion to approve the 11/23/2021 Labor, Negotiations, and Contracts Committee Minutes as presented by Commissioner Peat; Supported by Commissioner Doroh; Motion: Carried.
5. **Public Comment**  
None
6. **Agenda Items**
  - A. **Human Resources Update**  
Human Resources Director Anna Cerven presented the update for the Human Resources Department including:
    - Alissa Canovas, the new HR Specialist, has been working for the county for a few weeks now. Ms. Cerven described a few projects Alissa is working on.
    - Time System discussions
    - SHRM is going before BOC today
    - Training Platform
    - MERS will be onsite for employee educational sessions.
    - Fidelity is offering online workshops.
    - Negotiations with the unions are starting soon.

No action is needed.

**B. Part Time Position Change to Full Time - Public Transit**

Public Transit Director Laurie Schlipp presented the request to change two part-time driver positions to full time. This will help with the staffing shortage.

Motion to approve the request to change two part-time driver positions to full time and move this item to the 2/8/2022 COW and the 2/22/2022 BOC for final approval by Commissioner Doroh; Supported by Commissioner Peat; Motion: Carried.

**C. Project Director Position Creation**

Administrator Hardester presented the request to create a Project Director position. The position would cover several projects including:

- Broadband Expansion
- Federal and State Fund Acquisition and Use
- Parks Department Development
- Housing Issues
- Facility Master Planning
- Palisades

The salary would coincide with other Director positions at a salary range R31, \$59,338.50 to \$79,950.00, under GL # 101.0-172.00-703.000. Discussion ensued.

Motion to approve the creation of a Project Director position and move this to the 2/8/2022 COW and the 2/22/2022 by Commissioner Peat; Supported by Commissioner Doroh; Motion: Carried.

**D. Position Reclassification**

Administrator Frank Hardester presented the request for reclassification of the Administrative Services Coordinator position to Executive Assistant and increase the range from R24 to R25. The agenda has an incorrect range typed, and the error will be corrected.

Motion to approve the reclassification of the Administrative Services Coordinator position to the title Executive Assistant and increase the salary range from R24 to R25 and move this item to the 2/8/2022 COW and the 2/22/2022 BOC by Commissioner Doroh; Supported by Peat; Motion: Carried.

**E. Public Transit - Letter of Understanding**

Human Resources Director Anna Cerven presented the Public Transit Letter of Understanding updating the Public Transit AFSCME pay scales. This would give the pay scale more consistency and each position would receive a minimum \$0.25 per hour increase. The pay scale change should also attract more applicants for the vacant positions.

Motion to approve the Letter of Understanding to update the Public Transit AFSCME pay scale and to move this item to the 2/8/2022 COW and the 2/22/2022 BOC for final approval by Commissioner Doroh; Supported by Commissioner Peat; Motion: Carried.

**7. Public Comment**

None

**8. Adjournment**

Motion to adjourn the meeting by Commissioner Peat; Supported by Commissioner Doroh;  
Motion: Carried.

Meeting adjourned: 1:25 PM