

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
SPECIAL MEETING MINUTES
May 3, 2022

The Human Resources / Public Safety Committee special meeting was called to order by Chairman Michael Bengelink at 4:00 p.m., in the Commissioners' Room, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Michael Bengelink, Michael Bush, Brian Potter, and Gary Taylor
Members Absent: None.
Also Present: Duane Alworden, Dispatch Director; Travis Baker, Emergency Manager; Jami Bigger, HR Director/Interim Co-Administrator; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director/Interim Co-Administrator; Roxanne Snyder, Register of Deeds

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the agenda. A vote was called. All in favor, motion passed.

PUBLIC COMMENTS

None.

AGENDA ITEMS

E.1. County Administrator Revised Job Description

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the amended position description for the County Administrator. A vote was called. All in favor, motion passed.

E.2. New Deputy County Administrator Job Description

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the position description for the Deputy County Administrator, as presented. A vote was called. All in favor, motion passed.

CORRESPONDENCE

Amended County Administrator Position Description and Deputy County Administrator Position Description (*attachment 1*).

ADMINISTRATOR'S COMMENTS

Co-Interim Administrator Ms. Bigger informed the committee that in the Board packet for tomorrow's meeting the summary for the agenda item County and Deputy County Administrator does not reflect the proposed motion. It stated that the Board would be appointing a Deputy County Administrator at that time; however, to follow County Policy after the approval of adding the position to the employee roster the position will be posted for five days and then the Administrator will make the hire for the position.

Comm. Potter questioned the process, and it was clarified that the Board appoints the County Administrator. It was further clarified that if a new position is created, county policy requires that the position be posted and that since the Deputy County Administrator will fall under the supervision of the Administrator, the Admin. will make that hire.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

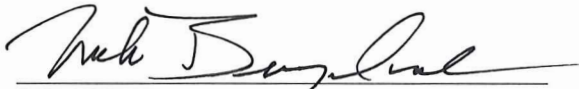
Committee members thanked the Co-Interim Administrators for putting the position descriptions together nicely.

CHAIR COMMENTS


None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn at 4:03 p.m. A vote was called. All in favor, motion passed.



Mike Bengelink, Chair



Megan Kujawa, Recording Secretary