



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Brook Shafer

Mark Bergstrom
Karen Goodman
Ken Hilliard
Alan Marshall
Richard Schmidt

CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Wednesday, October 19, 2016
1:00 p.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Ken Hilliard, Chairperson, Mark Bergstrom and Jeff Dontz

Members Absent: None

Others Present: Tom Kaminski, Administrator/Controller; Lisa Sagala, Human Resources Manager/Assistant Administrator; Russ Pomeroy, County Treasurer; Pat Heins, Circuit Court Administrator; Jill M. Nowak, Manistee County Clerk.

The meeting was called to order at 1:00 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

EDUCATION ASSISTANCE REQUESTS FOR FY 2016/2017

Lisa Sagala, Human Resources Manager/Assistant Administrator, presented to the Committee two (2) Education Assistance Requests for FY 2016/17. (Appendix A) A request from Rachel Nelson for \$1,000 in expenses to continue her classes and working towards an Associate's Degree in Applied Arts & Sciences in Accounting, with a degree completion date of December 2018. Also, a request from Jennifer L. Kirchinger for \$1,000 in expenses to continue her classes and working towards an Associate's Degree in Marketing/Management with a degree completion date of June 2018. These requests are in accordance with the Manistee County Education Fund Policy. There has been \$2,000 budgeted for this line item for the FY 2016/17.

Moved by Dontz, seconded by Bergstrom to recommend the approval of two (2) Education Assistance Requests; Rachel Nelson for \$1,000 in expenses to continue her classes and working towards an Associate's Degree in Applied Arts & Sciences in Accounting; and Jennifer L. Kirchinger for \$1,000 in expenses to continue her classes and working towards an Associate's Degree in Marketing/Management.

These funds are to be paid from the Education Assistance Line Item in the General Fund. Ayes: All. Motion Carried.

POSITIONS IN THE COUNTY TREASURER'S OFFICE

Russ Pomeroy, County Treasurer, appeared before the Committee to request step(s) increases for two (2) Clerks in his Office. Mr. Pomeroy reminded the Committee that he had written a letter in March 2014 and he was told to wait and see the outcome of the new Salary Progression Schedule. It has been two and one-half (2 ½) years since and he is now back inquiring again. Mr. Pomeroy pointed out verbiage that is stated in the Union Contract. These two (2) positions came to his Office through lateral moves and therefore the Clerks had to start at the minimum step for that position. However, the employees choose to take these jobs knowing that fact. Ms. Sagala, Human Resources Manager/Assistant Administrator, reviewed the employee's history with the Committee that each of these employee's previous positions were part-time so they have gained benefits and they have also received their step increases throughout the years in accordance with the current Step Progression Schedule. This decision could set precedence for other Union employees as well as other employee groups in the same situation over the years.

Jill Nowak, County Clerk, asked about the status of the new Salary Progression Schedule and was told there are no funds to implement the new schedule.

No Action was made.

HEALTH EDUCATION MEETINGS

Lisa Sagala, has arranged for Health Insurance Education Meetings for employees to attend on October 27, 2016 at four (4) separate times. These meetings will inform employees of different services, benefits and options that are available in Health Insurance as well as changes that are being made to the County's plans for the coming year.

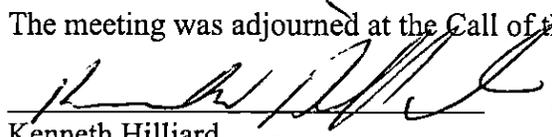
OPEN ENROLLMENT DATES

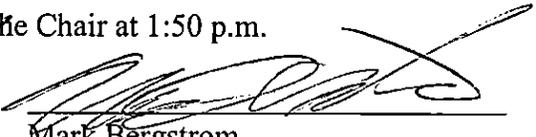
Ms. Sagala stated Open Enrollment dates for Health Insurance and other benefits will take place on November 3, 2016 at the Library and Sheriff's Office and November 4, 2016 at the Courthouse.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 1:50 p.m.


Kenneth Hilliard


Mark Bergstrom


Jeff Dontz

Appendix A

APPLICATION FOR EDUCATION ASSISTANCE FROM THE MANISTEE COUNTY EDUCATION FUND

Name: Rachel Nelson
Department: Co. Administration & Housing Program
Title: Finance Assistant & Housing Program Administrator
Degree/Certificate/Coursework Seeking: Associate of Applied Arts & Sciences in Accounting
Amount Requesting: \$1,000 for FY 2016/17 (per policy)
Educational Institution: West Shore Community College
Anticipated Degree/Certificate/Course Completion Date: December 2018
(due to right class availability)

Explanation of Education Assistance Request:

I believe this degree will help sharpen my skills in my current position, and this has been the case with the classes I've already taken. The coursework covers many areas of the things I do at work. Any financial assistance will be greatly appreciated.

It is understood that regular full-time employees are eligible to apply for the education assistance after completion of twelve (12) months of continuous full-time employment and they must remain employed by the County for a minimum of forty-eight (48) months after completion of approved training. An employee whose employment with the County is terminated prior to fulfilling this obligation will be required to reimburse the County for the assistance received prior to the release of his/her final paycheck, where the employee: (a) voluntarily terminates his/her employment with the County, or (b) is terminated, dismissed or discharged for cause from his/her employment with the County. This reimbursement requirement shall not apply to an employee whose employment is terminated due to the election of a new elected official, or to an employee employed under a written contract of employment where the contract expires and is not renewed by the County.

Signature of Employee: Rachel Nelson
Dated: 7-18-16
Signature of Supervisor: [Signature]
Dated: 7/19/16

Approved by Personnel Committee on _____
 Approved by County Board on _____
Amount Approved \$ _____
 Disapproved by Personnel Committee on _____

Comments:

APPLICATION FOR EDUCATION ASSISTANCE FROM THE
MANISTEE COUNTY EDUCATION FUND

Name: Jennifer L. Kirchinger
 Department: Reg of Deeds / Equalization
 Title: Deputy Reg of Deeds / Equal. Property, Descrip. Analyst
 Degree/Certificate/Coursework Seeking: Assoc. Marketing / Management
 Amount Requesting: \$1,000⁰² (500 fall / 500 winter)
 Educational Institution: West Shore Community College
 Anticipated Degree/Certificate/Course Completion Date: June, 2018

Explanation of Education Assistance Request:

This request is to assist with recovery of monies paid out, and to help cover the cost of my loans.

It is understood that regular full-time employees are eligible to apply for the education assistance after completion of twelve (12) months of continuous full-time employment and they must remain employed by the County for a minimum of forty-eight (48) months after completion of approved training. An employee whose employment with the County is terminated prior to fulfilling this obligation will be required to reimburse the County for the assistance received prior to the release of his/her final paycheck, where the employee: (a) voluntarily terminates his/her employment with the County, or (b) is terminated, dismissed or discharged for cause from his/her employment with the County. This reimbursement requirement shall not apply to an employee whose employment is terminated due to the election of a new elected official, or to an employee employed under a written contract of employment where the contract expires and is not renewed by the County.

Signature of Employee: Jennifer L. Kirchinger
 Dated: Sept. 8, 2016

Signature of Supervisor: Mary Wynn
 Dated: 9/3/16

____ Approved by Personnel Committee on _____
 ____ Approved by County Board on _____
 ____ Amount Approved \$ _____
 ____ Disapproved by Personnel Committee on _____

Comments:

