



**CLERK**

Jill M. Nowak  
(231) 723-3331

**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**PERSONNEL COMMITTEE MEETING**

Friday, January 7, 2022  
9:00 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**Minutes**

Members Present: Jeff Dontz, Eric Gustad and Karen Goodman, Chairperson

Members Absent: None

Others Present: Julie Griffis, HR Generalist; Heather Vasquez, Equalization Director; Mike Szokola, Planning Director, Sheriff Brian Gutowski and Jill M. Nowak, Manistee County Clerk.

The meeting was called to order at 9:00 a.m.

**NOTE – Items requiring Board Action are indicated in BOLD**

**PUBLIC COMMENT**

None.

**GRANT WRITER POSITION DISCUSSION**

Julie Griffis, HR Generalist, requested to start the process on hiring the Grant Writer position which was budgeted in the 2021-22 budget year. On behalf of Ms. Sagala, Ms. Griffis noted that the position could start out on a contracted basis being funded with ARPA funds at a rate of \$50,000-\$54,000 per year. The position could work from home with the County supplying a laptop. Discussion of should the position be contracted, per grant, per hour? Could there be shared responsibilities in the job description since it is unknown how busy the person would be. Will this be for federal, state grants or for local entities? Would they write grants for Villages and Townships under a fee schedule? A job description should be created and that could include a fee schedule. When these questions are discussed and reviewed, the subject should then be brought to the Ways & Means Committee.

**SCHEDULE 2022 COMMITTEE MEETINGS**

The Personnel Committee Meetings are currently held on the first Friday of the month at 9 a.m. (Appendix A)

**Moved by Dontz, seconded by Gustad to continue the Personnel Committee Meetings on the first Friday of the month at 9 a.m. in the County Board Room at the Courthouse and Government Center. Ayes: All. Motion Carried.**

**OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 9:10 a.m.

\_\_\_\_\_  
Karen Goodman, Chairperson

\_\_\_\_\_  
Eric Gustad

\_\_\_\_\_  
Jeff Dontz

# 2022 Personnel

January

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

February

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  |     |     |     |     |     |
|     |     |     |     |     |     |     |

March

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| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |
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April

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May

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
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June

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| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  |     |     |

July

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
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August

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
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September

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  |     |

October

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

November

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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|     |     | 1   | 2   | 3   | 4   | 5   |
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| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

December

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |

January 6, 2023 is the 1<sup>st</sup> Friday