



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, March 4, 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: Lisa Sagala, County Administrator/Controller; Julie Griffis, HR Generalist; Heather Vasquez, Equalization Director; Mike Szokola, Planning Director, Sheriff Brian Gutowski; Undersheriff Jason Torrey; Mike Machen, EMS Coordinator/911 Deputy Director 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.

EMERGENCY MANAGEMENT COORDINATOR AGREEMENT

Mike Machen, EMS Coordinator/911 Deputy Director, referred to his current Work Agreement dated October 1, 2020. (Appendix A) The current contract terms are that Mr. Machen received \$10,000 for his duties as the EMS Coordinator in addition to his 911 Deputy Director job responsibilities. Mr. Machen is requesting a EMS Coordinator salary of \$20,000. Mr. Machen explained the training and FEMA classes that he has taken online for the Professional Emergency Management (PEM), although EMS Coordinators are not required to be PEM certified. Mr. Machen noted that he has only classes left that must be taken in person. Mr. Machen has completed three (3) government exercises, including the County CERT Team, Active Shooter and a tabletop exercise at the Casino. He also attends lock down drills at schools and is currently working on updating the Hazard Mitigation Plan, which hasn't been updated since 2015. Mr. Machen explained that emergency management is constantly changing especially in

today's world. Mr. Machen is also concerned that he is spending a lot of time out of the office with EMS and not in the Dispatch Center with the employees. The Committee was in support of the financial request, but more concerned amount of workload Mr. Machen is performing. It was asked how many Counties the size of Manistee County have Deputy 911 Directors? Mr. Machen was aware that Benzie and Leelanau Counties have 911 Deputy Directors, and both do EMS work. The issue of job duties and who (Deputy Director or Director) and who is doing what duties? Does the County need a full-time EMS Coordinator? Mr. Machen said EMS is a challenge and he is still learning but his heart is in Dispatch. There is also new Staff, only half of them have been there more than two (2) years. There also should be a succession Plan for the EMS position. The federal grant that funds the EMS position continues to decrease. Ms. Sagala reported that 32.86% of the EMS salary requires a cost match but it can't exceed 50% of the budget. The Budget decreased from \$113,000 to \$33,000-\$34,000. A comparison in the pay for the 911 Director and the 911 Deputy Director plus EMS Coordinator wages was reviewed. Ms. Sagala noted ARPA funds could be used for the interim period through the end of the contract in 2023. Over the next 1½ years of Mr. Machen's contract, a succession plan should be created.

Moved by Gustad, seconded by Dontz to recommend an increase for the EMS Coordinator salary of \$20,000 and an increase in the number of holidays from eleven to fourteen effective April 21, 2022 through the end of Mr. Machens contract in December 2023. Ayes: All. Motion Carried.

GRANT ADMINISTRATOR

Ms. Sagala created a job description in order to start the process of hiring a Grant Administrator. The Little River Band of Ottawa Indians is also looking to hire a Grant Administrator, Ms. Sagala reviewed that job description for comparison. (Appendix B) . A salary of \$50,000 has been budgeted not including benefits. The job description looks good but maybe add experience in writing a variety of grants including, local, state and federal grants. The question was discussed if this is a contracted position or in-house position. Ms. Sagala suggested it be contracted because this is a new position, and the effectiveness can be monitored, and it can always evolve. If the position moves in-house, the position could be used for other municipalities, for a fee, could be discussed. Ideas such as the administration fee could be added to the contract as an incentive, if needed, or become a County employee. The Grant Administrator will also work with the Finance Officer for the financial portion of the grants.

Moved by Gustad, seconded by Dontz to move forward on the initial Grant Administrator position as a contractual position. Ayes: All. Motion Carried.

OTHER ITEMS FROM COMMITTEE MEMBERS

Work on the Nottley Report is moving along but there is a lot to do.

The meeting was adjourned at the Call of the Chair at 10:00 a.m.

Karen Goodman, Chairperson

Eric Gustad

Jeff Dontz

DRAFT

ADDENDUM TO WORK AGREEMENT DATED OCTOBER 1, 2020 WITH MICHAEL MACHEN

This addendum is to the agreement, attached hereto, between and on behalf of Manistee County 911, Manistee County, and Michael Machen.

On April 20, 2021 at the regular Board of Commissioners' meeting and April 21, 2021 at the regular 911 Board meeting, both groups approved to enter into an agreement with Michael Machen to assume the duties of the Emergency Management Coordinator. The parties agreed that Michael Machen will begin duties effective April 21, 2021. The term of this agreement is for a period of one (1) year.

The parties agree to the below terms of this addendum:

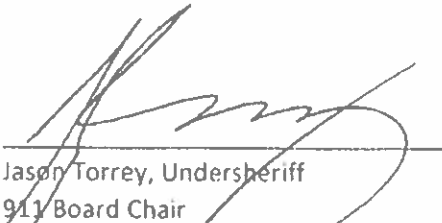
1. Michael Machen will receive an additional \$10,000 in compensation annually for his duties as the Emergency Management Coordinator.
2. At the expiration of the term, the position, compensation, and duties will be evaluated.
3. Under this agreement, Manistee County will act as the fiduciary for the grant agreement with the Michigan State Police to provide funds for Emergency Management services. All grant funds will flow through Manistee County. The Emergency Management Coordinator will submit all required work logs and financial reports to granting agency. Any invoices will need to be submitted to the Manistee County Administrator's Office for reimbursement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date corresponding with their respective signatures.

Accepted By:



Jeffrey A. Dontz
Manistee County Board Chair



Jason Torrey, Undersheriff
911 Board Chair



Michael Machen
Deputy 911 Director/Emergency Management Coordinator



JOB DESCRIPTION

TITLE: Grant Administrator
DEPARTMENT: Administration
REPORTS TO: Controller/Administrator
PAY GRADE:

SUMMARY

Under the supervision of the Controller/Administrator, the Grants Administrator is responsible for coordinating the development, administrative management, reporting and closeout of grants entered into by Manistee County. The Grants Administrator will ensure that Manistee County's grant-making and related processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

EMPLOYMENT QUALIFICATIONS

Required

- Bachelor's Degree in Business or related field and 3 years' experience in Grant Administration or equivalent.
- Experience in Grant Writing

Preferred

- Experience working with federal grants

SKILLS

- Strong interpersonal communication skills and demonstrated ability to write clearly and persuasively.
- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational skills
- Project management skills
- Excellent verbal and written communication skills

ABILITIES

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Perform all activities to prepare and manage all grant proposals for various government agencies.
2. Coordinate with program staff and perform research on all programs and evaluate all budgets for grant proposals.
3. Administer all programs and prepare schedule for site visits with help of various members and submit it to management.
4. Prepare and maintain records of database and prepare files for all foundation and prepare reports to maintain track of all grant activities.
5. Evaluate all grant proposals and administer all terms and conditions and ensure compliance to all Brookings standards.
6. Maintain record of all grant bills and prepare appropriate invoices and collect balances from all administrators.
7. Maintain project records and prepare all modifications to resolve various application issues for grant funds.
8. Prepare appropriate reports for all funders and ensure work within deadline and ensure compliance to all contracts.
9. Coordinate with program directors and managers and prepare appropriate reports for same.
10. Collaborate with accounting departments and prepare financial budget and ensure adherence to all federal and state rules.

11. Perform all federal and state audits on all grant related information and prepare all reports for all expenses.
12. Monitor and track all database and ensure work within deadline and manage work according to requirements.

PHYSICAL REQUIREMENTS

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time.

WORKING ENVIRONMENT

Works in office conditions.

Job Description Approved: _____
Job Description Revised: _____