



Manistee County Courthouse
415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz

VICE-CHAIRPERSON
Karen Goodman

Margaret Batzer
Eric Gustad
Nikki Koons
Janice McCraher
Richard Schmidt

CLERK

Lindsey Marquardt
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, January 5, 2024
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Jeff Dontz and Eric Gustad

Members Absent: Karen Goodman

Others Present: Lisa Sagala, Controller/Administrator; Sheriff Brian Gutowski (zoom);
Undersheriff Jason Torey (zoom); Heather Vasquez, Equalization
Director; Julie Griffis, HR Generalist; Lindsey Marquardt, County Clerk

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

NOTE-Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

CONTROLLER/ADMINISTRATOR EVALUATION

Julie Griffis presented to Committee members the Controller/Administrator Evaluations.

**Moved by Dontz, seconded by Gustad to recommend acceptance of the
Controller/Administrator Evaluation. Ayes: All. Motion Carried.**

TPOAM (COURTHOUSE) UNION HOLIDAY DISCUSSION

Julie Griffis informed the Committee that she received correspondence from the TPOAM
(Courthouse) Union regarding Good Friday and Juneteenth Holidays. In 2023 the County Board

voted to change, to align with the State of Michigan, by opening the entire Courthouse on Good Friday and closing the building on Juneteenth. As an oversight this was not discussed with the TPOAM Union prior to that change, and they are currently under contract to receive the Good Friday holiday. For the 2024 calendar year members of the TPOAM (Courthouse) Union will observe Good Friday and will be working the Juneteenth holiday. The Courthouse will not be open for services on Juneteenth.

ELECTED OFFICIALS WAGE SURVEY

Lisa Sagala presented a wage comparable chart for elected officials, Chief Deputies/Assistants and the Undersheriff.

Moved by Dontz, seconded by Gustad to recommend having Mark Nottley of Municipal Consulting Services, LLC review the job classifications for Elected Officials and Chief Deputies/Assistants and the Undersheriff. Ayes: All. Motion Carried.

SCHEDULE 2024 COMMITTEE MEETINGS

The Personnel Committee will meet the first Friday of the month at 9:00a.m., with the exception of the month of July, which will be held on the second Friday of the month, at 9:00a.m. (APPENDIX A)

DISCUSSION REGARDING NOTTLEY PROPOSAL

Lisa Sagala presented the proposal from Mark Nottley with Municipal Consulting Services, LLC for developing a step systems for the County's employees based on the results of the classification and compensation study conducted in 2021. (APPENDIX B) Discussion Followed. The Committee would like to see various range percentages for each grade as well as various options for years in which steps would be applied.

Moved by Dontz, seconded by Gustad to recommend approval to proceed with the development of a step system for the County's employees based on the results of the classification and compensation study conducted in 2021 with Mark Nottley with Municipal Consulting Services, LLC. Ayes: All. Motion Carried.

OTHER ITEMS

Julie Griffis informed the Committee that is will be working on implementing new wellbeing items in the coming year for employees.

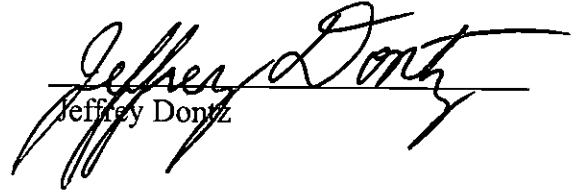
The meeting was adjourned at 9:40a.m.

ABSENT

Karen Goodman, Chairperson



Eric Gustad



Jeffrey Dantz



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CLERK

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Board of Commissioners

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**2024 PERSONNEL COMMITTEE
MEETING SCHEDULE**

To comply with the Michigan Open Meetings Act 267 of 1976

The **Manistee County Personnel Committee** will meet on the following dates in the **Board of Commissioners Meeting Room** located in the Manistee County Courthouse and Government Center, located at 415 Third Street, Manistee, Michigan 49660:

Friday	February 2, 2024	9:00 A.M. (1 st Friday)
Friday	March 1, 2024	9:00 A.M. (1 st Friday)
Friday	April 5, 2024	9:00 A.M. (1 st Friday)
Friday	May 3, 2024	9:00 A.M. (1 st Friday)
Friday	June 7, 2024	9:00 A.M. (1 st Friday)
Friday	July 12, 2024	9:00 A.M. (2 nd Friday)
Friday	August 2, 2024	9:00 A.M. (1 st Friday)
Friday	September 6, 2024	9:00 A.M. (1 st Friday)
Friday	October 4, 2024	9:00 A.M. (1 st Friday)
Friday	November 1, 2024	9:00 A.M. (1 st Friday)
Friday	December 6, 2024	9:00 A.M. (1 st Friday)
Friday	January 3, 2025	9:00 A.M. (1 st Friday)

This meeting will be conducted remotely and live streamed using Zoom and in person in the Board of Commissioners Meeting Room. Live meeting can be viewed using Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/83290477133> Password: 4153

Find Your Local Number:

<https://us06web.zoom.us/u/kKukTqSYh>

Meeting ID: 832 9047 7133 Password: 4153

Manistee County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon two weeks' notice to the Manistee County Administrator. Individuals with disabilities requiring auxiliary aids or services should contact Manistee County by writing or calling Lisa Sagala, County Administrator, Manistee County Courthouse, 415 Third Street, Manistee, Michigan 49660; (231) 398-3504.

This notice was posted by Lisa Sagala, Controller/Administrator, to comply with Sections 4 and 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) on January 05, 2024 at 4:00 P.M. on the bulletin board located in the main lobby area of the Courthouse and Government Center, 415 Third Street, Manistee, Michigan 49660; giving notice for a regular meeting, posted at least 18 hours prior to the start of the meeting.

Signed:

Lisa Sagala
Controller/Administrator

MUNICIPAL CONSULTING SERVICES LLC

December 13, 2023

Ms. Lisa Sagala
County Controller/Administrator
Manistee County
415 Third Street
Manistee, MI 49660

Dear Ms. Sagala,

I was pleased to discuss our potential involvement in developing a step system for the County's employees based on the results of the classification and compensation study conducted in 2021. As we discussed, the input would include the following tasks:

1. Develop a five-step, 20% wide range model for each grade included in the study. This model would envision a 5% step increase applied biennially.
2. Utilizing payroll data supplied by the County, develop a cost analysis for implementation. This will involve placing all employees at the next highest step (above their current pay level) in their respective pay ranges. This will be necessary to place employees at a dollar amount that is consistent with the step system values.

This action will result in an initial pay increase that will vary from employee to employee depending on their current distance from the next highest step. However, the primary purpose of this approach is to establish the step system for implementation.

3. Develop a management letter that includes the following:
 - The recommended step system values for each grade.
 - Cost analysis specifying the dollar impact for each employee.
 - An overall cost for implementation.
 - A narrative explanation of how the step system should be implemented and applied on a biennial basis.

Professional fees to complete the work would be at a not-to-exceed fee of \$3,200. This fee quotation includes all fees and expenses. The work would be completed in January 2024.

I appreciate the opportunity to propose our services and will be pleased to answer any questions that you might have.

Very truly yours,



Mark W. Nottley
Municipal Consulting Services LLC