



**CLERK**

Jill M. Nowak  
(231) 723-3331

**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**PERSONNEL COMMITTEE MEETING**

Friday, January 8, 2021  
9:00 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

Minutes

Members Present: Jeff Dontz (on-line, Manistee Twp.), Eric Gustad (on-line, Filer Twp.) and Karen Goodman, Chairperson

Members Absent: None

Others Present: Lisa Sagala, County Administrator/Controller; Undersheriff Brian Gutowski; Julie Schmeling, Administrative Assistant, Susan Zielinski, Finance Officer; Jason Torrey, Under Sheriff; Julie Griffis, HR Generalist and Jill M. Nowak, Manistee County Clerk.

The County Board and its Committees are operating remotely and electronically by Zoom under PA 254 of 2020 due to the COVID-19 pandemic.

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

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

**PUBLIC COMMENT**

None.

**DISCUSSION REGARDING VACATION CARRYOVER**

Lisa Sagala, County Administrator/Controller, explained that with COVID beginning in March 2020, it was difficult for employees to take vacation. The normal policy is to use vacation time, but one can carry 37.5 hours of vacation into the next year and use it by March 31. The time was extended in 2020 to use by July 31, 2020. But with the continuation of COVID, that time has passed and now there are larger than normal banks of vacation that were unable to be taken off. Discussion as to using time carried over from 2020 in excess of 37.5 hours by June 30, 2021. Then the rest of the unused time along with 2021 accumulated time, be used by the end of the year, but one can still carry over 37.5 hours from 2021 to use by March 31, 2022 as previously allowed.

Ms. Sagala noted that they are still looking at the new PTO Policy to be reviewed again in the future.

**Moved by Dontz, seconded by Gustad to recommend extending the deadline to June 30, 2021 to use excess 2020 unused vacation over 37.5 hours, with the balance of unused 2020 vacation to be used by the December 31, 2021. Ayes: All. Motion Carried.**

### **SCHEDULE 2021 COMMITTEE DATES & TIMES**

Ms. Sagala noted that the past meeting dates and times (Appendix A) for the Personnel Committee have been on the first Friday every month at 9 a.m. The April meeting will be held on the second Friday (April 9) due to the Holiday. All members agreed to continue this meeting schedule for 2021.

### **OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 9:27 a.m.

---

Karen Goodman, Chairperson

---

Eric Gustad

---

Jeff Dontz

# 2021 CALENDAR

www.wiki-calendar.com

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	4	5	6	7	8	9	10
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	11	12	13	14	15	16	17
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	18	19	20	21	22	23	24
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	25	26	27	28	29	30	
24	25	26	27	28	29	30	28	29	30	31	28	29	30	31	25	26	27	28	29	30							
31																											
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2	3						1	2	3	4	5	6	7	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31							
30	31																										
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2						1	2	3	4	5	6	7		
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31					

## HOLIDAYS AND OBSERVANCES:

- |   |                       |                                      |                           |
|---|-----------------------|--------------------------------------|---------------------------|
| Jan 1 - New Year's Day                  | Apr 5 - Easter Monday | Jul 4 - Independence Day             | Nov 11 - Veterans Day     |
| Jan 18 - Martin Luther King Jr Day      | Apr 15 - Tax Day      | Jul 5 - Independence Day* observed   | Nov 25 - Thanksgiving Day |
| Feb 14 - Valentine's Day                | May 5 - Cinco de Mayo | Sep 6 - Labor Day                    | Nov 26 - Black Friday     |
| Feb 15 - Presidents' Day (Most regions) | May 9 - Mother's Day  | Oct 11 - Columbus Day (Most regions) | Dec 24 - Christmas Eve    |
| Mar 17 - St. Patrick's Day              | May 31 - Memorial Day | Oct 31 - Halloween                   | Dec 25 - Christmas Day    |
| Apr 4 - Easter Sunday                   | Jun 20 - Father's Day | Nov 2 - Election Day                 | Dec 31 - New Year's Eve   |