



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, February 5, 2021
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

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

Members Absent: None

Others Present: Lisa Sagala, Controller/Administrator; Susan Zielinski, Finance Officer (Zoom); Julie Schmeling, Administrative Assistant (Zoom); Mike Machen, Deputy 911 Director (Zoom); Jim Espvik, 911 Director (Zoom); Sheriff Brian Gutowski (Zoom); Undersheriff Jason Torrey (Zoom); Julie Griffis, HR Generalist (Zoom); 231-398-3552; Lindsey Marquardt, Chief Deputy County Clerk (Zoom)

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 9:03 a.m. by Chairperson Goodman.

NOTE-Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

WAGE DETERMINATION FOR UNDERSHERIFF

Sheriff Gutowski appeared before the committee regarding setting a wage for the new Undersheriff, Jason Torrey. Lisa Sagala presented the committee with the pay scale chart. (Appendix A) Discussion followed regarding placement of Undersheriff within the current pay system.

Moved by Dontz, seconded by Gustad to recommend that the wage for Undersheriff Jason Torrey be set at \$66,459.41. Ayes. All. Motion Carried.

DISCUSSION REGARDING EMERGENCY MANAGER POSITION

Jeff Dontz would like to have some dialog on moving the Emergency Manager position to 911/Central Dispatch so that the full Board is aware, and discussions can continue involving the full Board at their next meeting. With the changes at the Sheriff Department and Jason Torrey becoming Undersheriff it is a good time to discuss moving the Emergency Manager position to 911/Central Dispatch. The Emergency Manager duties would become absorbed by the Deputy 911 Director. Sheriff Gutowski indicated that Manistee County is the only county within Region 7 that still has the Emergency Manager position within a law enforcement agency. Dontz is looking for some action by the 911/Central Dispatch Board at their next meeting, then issue may go before full County Board at March meeting.

OTHER ITEMS

Jeff Dontz inquired of the wage for new Sheriff Brian Gutowski. Discussion Followed.

Lisa Sagala indicated that the job description and wage study will be moving forward at the end of this month.

The meeting was adjourned at 9:35 a.m.

Karen Goodman, Chairperson

Jeffrey Dontz

Eric Gustad

APPENDIX A

Non-Union & Non-Court - Par Nottley 2005 Study

(Plus 2.5% for 2009-10)
 (Plus 0.0% for 2010-11)
 (Plus 0.0% for 2011-12)
 (Plus 0.0% for 2012-13)
 (Plus 2.0% for 2013-14)
 (Plus 1.0% for 2014-15)
 (Plus 1.0% for 2015-16)
 (Plus 2.0% for 2016-17)
 (Plus 2.0% for 2017-18)
 (Plus 2.0% for 2018-19)
 (Plus 2.25% for 2019-20)
 Plus 1.0% for 2020-21

| GRADE | MINIMUM 0 - 3 | STEP 2 4 - 6 | STEP 3 7 - 9 | STEP 4 10 - 12 | STEP 5 13 - 15 | STEP 6 16 - 18 | STEP 7 19 - 21 | STEP 8 22 - 24 | MAXIMUM 25+ |
|----------------|------------------|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| HOURLY: | | | | | | | | | |
| 1 | \$12.06 | \$12.51 | \$12.96 | \$13.41 | \$13.86 | \$14.32 | \$14.78 | \$15.22 | \$15.68 |
| 2 | \$14.17 | \$14.70 | \$15.23 | \$15.77 | \$16.29 | \$16.82 | \$17.35 | \$17.89 | \$18.41 |
| 3 | \$15.23 | \$15.80 | \$16.36 | \$16.94 | \$17.54 | \$18.10 | \$18.65 | \$19.24 | \$19.79 |
| 4 | \$15.61 | \$16.21 | \$16.78 | \$17.35 | \$17.97 | \$18.55 | \$19.13 | \$19.70 | \$20.27 |
| 5 | \$16.38 | \$17.01 | \$17.63 | \$18.23 | \$18.84 | \$19.47 | \$20.09 | \$20.68 | \$21.31 |
| 6 | \$17.83 | \$18.28 | \$18.96 | \$19.61 | \$20.25 | \$20.93 | \$21.57 | \$22.26 | \$22.92 |
| 7 | \$19.82 | \$20.57 | \$21.31 | \$22.05 | \$22.79 | \$23.55 | \$24.29 | \$25.03 | \$25.77 |
| 8 | \$20.81 | \$21.58 | \$22.39 | \$23.16 | \$23.94 | \$24.71 | \$25.51 | \$26.28 | \$27.06 |
| 9 | \$22.91 | \$23.76 | \$24.61 | \$25.48 | \$26.33 | \$27.18 | \$28.05 | \$28.90 | \$29.78 |
| 10 | \$26.33 | \$27.33 | \$28.31 | \$29.30 | \$30.28 | \$31.28 | \$32.27 | \$33.24 | \$34.24 |
| 11 | \$30.28 | \$31.42 | \$32.56 | \$33.69 | \$34.84 | \$35.96 | \$37.09 | \$38.24 | \$39.37 |
| 12 | \$31.04 | \$32.20 | \$33.37 | \$34.53 | \$35.70 | \$36.86 | \$38.01 | \$39.20 | \$40.34 |
| 13 | \$38.01 | \$39.44 | \$40.87 | \$42.29 | \$43.74 | \$45.15 | \$46.58 | \$48.01 | \$49.44 |

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|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| SALARY: 1950 | | | | | | | | | |
| 1 | \$23,517.00 | \$24,394.50 | \$25,272.00 | \$26,149.50 | \$27,027.00 | \$27,924.00 | \$28,821.00 | \$29,679.00 | \$30,576.00 |
| 2 | \$27,631.50 | \$28,665.00 | \$29,698.50 | \$30,751.50 | \$31,765.50 | \$32,799.00 | \$33,832.50 | \$34,885.50 | \$35,899.50 |
| 3 | \$29,898.50 | \$30,810.00 | \$31,902.00 | \$33,033.00 | \$34,203.00 | \$35,295.00 | \$36,367.50 | \$37,518.00 | \$38,590.50 |
| 4 | \$30,439.50 | \$31,609.50 | \$32,721.00 | \$33,832.50 | \$35,041.50 | \$36,172.50 | \$37,303.50 | \$38,415.00 | \$39,526.50 |
| 5 | \$31,941.00 | \$33,169.50 | \$34,378.50 | \$35,548.50 | \$36,738.00 | \$37,966.50 | \$39,175.50 | \$40,326.00 | \$41,554.50 |
| 6 | \$34,378.50 | \$35,846.00 | \$36,972.00 | \$38,239.50 | \$39,487.50 | \$40,813.50 | \$42,081.50 | \$43,407.00 | \$44,694.00 |
| 7 | \$38,649.00 | \$40,111.50 | \$41,554.50 | \$42,997.50 | \$44,440.50 | \$45,922.50 | \$47,365.50 | \$48,808.50 | \$50,251.50 |
| 8 | \$40,579.50 | \$42,081.00 | \$43,660.50 | \$45,162.00 | \$46,683.00 | \$48,184.50 | \$49,744.50 | \$51,246.00 | \$52,767.00 |
| 9 | \$44,674.50 | \$46,332.00 | \$47,989.50 | \$49,686.00 | \$51,343.50 | \$53,001.00 | \$54,697.50 | \$56,355.00 | \$58,071.00 |
| 10 | \$51,343.50 | \$53,293.50 | \$55,204.50 | \$57,135.00 | \$59,046.00 | \$60,996.00 | \$62,926.50 | \$64,818.00 | \$66,768.00 |
| 11 | \$59,046.00 | \$61,269.00 | \$63,492.00 | \$65,695.50 | \$67,938.00 | \$70,122.00 | \$72,325.50 | \$74,568.00 | \$76,771.50 |
| 12 | \$60,528.00 | \$62,790.00 | \$65,071.50 | \$67,333.50 | \$69,615.00 | \$71,877.00 | \$74,119.50 | \$76,440.00 | \$78,663.00 |
| 13 | \$74,119.50 | \$76,908.00 | \$79,696.50 | \$82,465.50 | \$85,293.00 | \$88,042.50 | \$90,831.00 | \$93,619.50 | \$96,408.00 |

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|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| SALARY: 2080 | | | | | | | | | |
| 1 | \$25,084.80 | \$26,020.80 | \$26,956.80 | \$27,892.80 | \$28,828.80 | \$29,785.60 | \$30,742.40 | \$31,657.60 | \$32,614.40 |
| 2 | \$29,473.60 | \$30,576.00 | \$31,678.40 | \$32,801.60 | \$33,883.20 | \$34,985.60 | \$36,088.00 | \$37,211.20 | \$38,292.80 |
| 3 | \$31,678.40 | \$32,864.00 | \$34,028.80 | \$35,235.20 | \$36,483.20 | \$37,648.00 | \$38,792.00 | \$40,019.20 | \$41,163.20 |
| 4 | \$32,468.80 | \$33,716.80 | \$34,902.40 | \$36,088.00 | \$37,377.60 | \$38,584.00 | \$39,790.40 | \$40,976.00 | \$42,161.60 |
| 5 | \$34,070.40 | \$35,380.80 | \$36,670.40 | \$37,918.40 | \$39,187.20 | \$40,497.60 | \$41,787.20 | \$43,014.40 | \$44,324.80 |
| 6 | \$36,670.40 | \$38,022.40 | \$39,438.80 | \$40,788.80 | \$42,120.00 | \$43,534.40 | \$44,865.60 | \$46,300.80 | \$47,673.60 |
| 7 | \$41,225.60 | \$42,785.60 | \$44,324.80 | \$45,864.00 | \$47,403.20 | \$48,984.00 | \$50,523.20 | \$52,062.40 | \$53,601.60 |
| 8 | \$43,284.80 | \$44,886.40 | \$46,571.20 | \$48,172.80 | \$49,795.20 | \$51,396.80 | \$53,060.80 | \$54,662.40 | \$56,284.80 |
| 9 | \$47,652.80 | \$49,420.80 | \$51,188.80 | \$52,998.40 | \$54,766.40 | \$56,534.40 | \$58,344.00 | \$60,112.00 | \$61,942.40 |
| 10 | \$54,766.40 | \$56,846.40 | \$58,864.80 | \$60,944.00 | \$62,982.40 | \$65,062.40 | \$67,121.60 | \$69,139.20 | \$71,216.20 |
| 11 | \$62,982.40 | \$65,353.60 | \$67,724.80 | \$70,075.20 | \$72,467.20 | \$74,796.80 | \$77,147.20 | \$79,539.20 | \$81,889.60 |
| 12 | \$64,563.20 | \$66,976.00 | \$69,409.60 | \$71,822.40 | \$74,256.00 | \$76,668.80 | \$79,060.80 | \$81,536.00 | \$83,907.20 |
| 13 | \$79,060.80 | \$82,035.20 | \$85,009.60 | \$87,963.20 | \$90,979.20 | \$93,912.00 | \$96,886.40 | \$99,860.80 | \$102,835.20 |