



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

Board of Commissioners

CHAIRPERSON

Jeffrey Dontz

VICE-CHAIRPERSON

Karen Goodman

Margaret Batzer

Eric Gustad

Pauline Jaquish

Nikki Koons

Richard Schmidt

PERSONNEL COMMITTEE MEETING

Friday, March 5, 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 (on-line, City of Manistee)

Members Absent: None

Others Present: Lisa Sagala, County Administrator/Controller; Undersheriff Brian Gutowski; Julie Schmeling, Administrative Assistant, Jason Torrey, Under Sheriff; Julie Griffis, HR Generalist; Heather Vasquez, Equalization Director; Ryan Snay, Executive Secretary; Mike Szokola, Interim Planning Director; 231-352-3552 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.

MANISTEE COUNTY CREDIT CARD POLICY

Lisa Sagala, County Administrator/Controller, reviewed the updated version of the County Credit Card Policy (Appendix A) which also included the new cardholder agreement. Only a few people have credit cards and others sign out a card to use it and return it along with the receipts.

Moved by Goodman, seconded by Gustad to approve the attached Manistee County Credit Card Policy as presented. Ayes: All. Motion Carried.

MANISTEE COUNTY PLANNING DIRECTOR POSITION

Ms. Sagala stated that at the Planning Commission meeting on February 26, 2021, she presented a Letter of Support to advance Mike Szokola, who is the Interim County Planning Director, to the County Planning Director. The County Planning Commission then made a unanimous recommendation to make Mr. Szokola the County Planning Director. (Appendix B) It is noted that Mr. Szokola is doing a great job but is there a process that has to be followed like advertising for the position? Ms. Sagala noted that she feels the same way about this interim position as she did her own position. The interim period is like a probationary period where one proves themselves that they are qualified and capable in the position. If we hire people as an interim position and then continue to advertise, what type of message does this send to the employee. Is the process different with an Administrator/Controller Department Head position versus an employee position? Also, in this case, the department affected has mostly new people in it and Mike brings experience and continuity to the situation. Mike has talent and is qualified, but again the process and transparency could be an issue.

Ms. Sagala recommended that this subject/process be addressed by the Policy Committee to create an internal/promotion policy. It could also address high performers and interim positions. The process could include interviews with the interim being interviewed as well. That person would actually have a "leg up" and could tout that in the process with experience, proven performance and established relationships with municipalities. All agreed that a process is a good idea and this will be referred to the Policy Committee. It is noted that this subject reinforces the process of evaluations with consistency and transparency and how important they are.

Moved by Goodman, seconded by Dontz to appoint Mike Szokola to the County Planning Directors position upon approval of the full County Board, effective March 16, 2021 at the current salary of \$68,893.49. Ayes: All. Motion Carried.

UPDATE ON CLASSIFICATION AND COMPENSATION STUDY WITH NOTTLEY


Lisa Sagala and Julie Griffis, HR Generalist, reported that they had a kickoff call with Mark Nottley recently. Ms. Griffis emailed job descriptions to Department Heads and Elected Officials to review/update the descriptions. Meetings will be held the end of March or early April with employees to discuss the process. An onsite meeting will then take place with Mark Nottley and Department Heads and Elected Officials and hopefully will be wrapped up in July 2021. It is suggested to make essential duties concise, i.e. not have a list of 35 duties but what a person does for 75% of their workday.

OTHER ITEMS FROM COMMITTEE MEMBERS

Ms. Sagala received an email for the District Health Department #10 informing her that government employees are included in the next group of persons eligible for the Covid vaccine. Ms. Sagala had submitted a form for group essential workers which will be

updated. It may be possible for the Health Department to vaccinate here at the Courthouse.

The meeting was adjourned at the Call of the Chair at 9:30 a.m.


Karen Goodman, Chairperson


Eric Gustad


Jeff Dentz

Manistee County Credit Card Policy

Manistee County credit cards are provided to individuals as a means of making business purchases. The following policies and procedures are important to assure proper oversight of expenses and avoid any tax consequences for the employee.

1. Manistee County credit cards will be issued to approved staff only and with approval of the Board of Commissioners.
2. Credit cards will be subject to appropriate limits based upon the employee's position and job responsibilities.
3. Credit cards will be used only for business purposes. Personal purchases of any type are not allowed.
4. The following purchases are not allowed:
 - Alcoholic beverages/tobacco products
 - Controlled substances
 - Capital equipment and upgrades over \$2,000.
 - Construction, renovation, or installation
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Rentals (other than short-term autos)
 - Telephones, related equipment, or services
5. Cash advances on credit cards are *not* allowed.
6. Cardholders will be required to sign the Manistee County Cardholder Agreement, indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.

2. Monthly statements, with attached detailed receipts, must be submitted to the Administrator's Office, within ten days of receipt of the statement to enable timely payment of amounts due. The cardholder will be responsible for any late payment fees incurred by the Manistee County due to the cardholder's failure to timely submit statements with the appropriate substantiation.
3. All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement. Multiple purchases charged to the same account number must be subtotaled. Cards may be designated to have all expenses charged to a specific account number, with exceptions noted on the monthly statement, if desired.
4. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the Administrator's Office. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid where the purchases are for more substantial expenditures or are repetitively incurred.

MANISTEE COUNTY CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following
(Name of Cardholder)

credit card: _____ / _____ - _____ - _____ - _____
(Type of Credit Card) (Credit Card Number)

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Manistee County Credit Card Policy agreement.

I acknowledge receipt of said Agreement and Policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of Manistee County and that the County will be liable to _____ for all charges made on this card.
(Name of Credit Card Company)

I will strive to obtain the best value for Manistee County when purchasing merchandise and/or services with this card.

As a holder of this card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Administrator/Controller or Finance Officer, upon demand, during the period of my employment. I further agree to return the card immediately upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the County will be entitled to reimbursement from me of such purchases. The County shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Accounting Department use only:	
Date _____	Amount approved \$ _____
Signature _____	
(Administrator's Office)	

Lisa Sagala

From: Nancy Baker
Sent: Wednesday, March 3, 2021 12:53 PM
To: Lisa Sagala
Subject: Mike

1. Planning Director Position

Mr. Rishel stated Mr. Szokola stepped into the position of County Planner since the departure of Mr. Carson. He has been under the title of Planning Director Interim.

Ms. Batzer moved, seconded by Mr. Landis to recommend Mr. Szokola as the County Planning Director. This was a unanimous endorsement from the Planning Commission members.

Roll call vote:

**Yes: Ms. Becker-Witt, Mr. Batzer, Mr. Landis, Ms. Batzer, Mr. Zaring,
Ms. Goble and Mr. Rishel**

No: None

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