



**CLERK**

Jill M. Nowak  
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**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
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**POLICY COMMITTEE MINUTES**

Friday, April 23, 2021  
2:30 p.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**MINUTES**

Members Present: Margaret Batzer (on-line City of Manistee), Nikki Koons (on-line Norman Twp.) and Karen Goodman, Chairperson (on-line City of Manistee)

Members Absent: None

Others Present: Lisa Sagala, Administrator/Controller; Susan Zielinski, Finance Officer; Julie Griffis, HR Generalist; Heather Vasquez, Equalization Director; Gordon McLellan, IT Contractor; and Jill M. Nowak, County Clerk.

The meeting was called to Order at 2:33 p.m.

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

The County Board and its Committees are operating remotely and electronically by Zoom under the Manistee County Board of Commissioners Resolution #2020-17, which declared a Local State of Emergency through December 31, 2021 due to the COVID-19 pandemic.

**PUBLIC COMMENT**

None.

**NEW BUSINESS:**

**DISCUSSION: IT POLICIES**

Ms. Sagala, Administrator/Controller, discussed that the County has IT policies as far as personnel is concerned. But the County needs to focus on policies as they relate to software and backups because of cyber security requirements by the state, and requirements for certain IT policies for some grants. Ms. Sagala, Gordon McLellan and Mike Grady of Gracon, discussed the best way to formulate IT Policies. Ms. Sagala is not an expert in IT, Mr. McLellan does not have the time to create policies and it was

suggested to outsource this policy. This is where Gracon could come into play by creating IT policies for the County. Mr. McLellan indicated there should be a two (2) phases approach. The first phase would for checking boxes for requirements. The state has given us a list of policies that should be in place and will probably be a requirement in the future. This would pertain to federal grant monies, homeland security grant money and almost every grant that the Sheriff applies for are tied to cyber security. The first phase would be to contract with a company that has gone through this before. Phase II would be implementing the policies, training employees on suspicious emails or phone calls or if they suspect their computer has been compromised and what do we do when this happens. Mike Grady, Gracon is willing to provide cost estimates, but Ms. Sagala wanted to see what direction the Committee wanted to take. It is a big project, and with IT policies it is more technical, and it may be easier and quicker to have someone with the expertise to create them. Mr. McLellan said he could work with Ms. Sagala and Julie Schmeling to put together a rough RFP that could be sent to vendors other than Gracon, as there are firms out there that specialize exclusively in helping municipalities with policies. We can check with neighboring counties to see who they have contracted with. Gracon has always done great work for us but we could see what else is out there for comparison purposes. Then when policies are in place, we will need to be sure that our contract agents follow the policies also. Who will administer and assure application of the policies? Our County doesn't have an internal enforcement arm. It's not practical for small counties, a small Township or a city. Gordon will send a copy of the recent Homeland Security Survey to the Commissioners so you can see what they are asking. If this will be required across the board by all municipalities, are there templates that may exist already? There may be but Ms. Sagala is not comfortable that what she will find on the internet is what needs to be done. Does Michigan Association of Counties (MAC), Michigan Township Association (MTA) or Michigan Municipal League (MML), other counties have the sample policies? More research is needed and also to see what other sources can help with or provide before we outsource this project. Then if we have to outsource it, we do, but at least it was investigated.

#### ZYWAVE

Zywave is a new product provided by 44 North that Ms. Sagala and Ms. Griffis was shown in a training. It is a HR portal that can build a handbook and tailor it to our County. Questions are asked in the application i.e. what state are you in and the policies and for your state become available in the program. There are sample policies that can be used, or our current County policies can be formatted into the program. This portal is included in the contract and services provided by 44 North at no cost. The Committee noted that if it will help with HR and there is no cost, to go ahead with the application. If it is a proprietary product and we no longer contract with 44 North, are we able to download it and transfer it to another format? Ms. Sagala noted that it can be downloaded onto our network anytime. Any current policies with substantial changes or any new policies, should be brought before the Committee. Ms. Sagala hopes that one day we will have intranet for employees, and it can be placed on that portion of the website.

**OLD BUSINESS**

Ms. Sagala noted that she would like to re-visit the PTO policy in June.

**OTHER ITEMS FROM COMMITTEE MEMBERS**

The application process for Boards and Commissions and the criminal background check process was discussed. Ms. Griffis has been looking for new policies/forms for this process. Committee appointments and recommendations by statute vary, but we still need to ensure that our processes are the same, i.e. background checks etc. The Authorization for Release Form could be changed to a broad statement for a criminal history background check. When a record is found on a criminal background check, there is no policy as to how this is handled. It can be a discretionary thing and there is liability there. Ms. Griffis believes that any criminal history record should not be disclosed at an open meeting. It would be good if the policy included what to do with a criminal history record. Or this could be included in the Board Rules under Board Appointments. Another suggestion was to have a Committee or to score the applicants. The applications for the Boards are specific County applications, not like an employment application. Ms. Griffis will continue to research applications and processes.

The meeting was adjourned at the Call of the Chair at 3:19 p.m.

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Karen Goodman, Chairperson

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Nikki Koons

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Margaret Batzer