



CLERK

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CONTROLLER/ADMINISTRATOR

Lisa Sagala
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PERSONNEL COMMITTEE MEETING

Friday, May 6, 2022
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Jeff Dantz, Eric Gustad and Karen Goodman, Chairperson

Members Absent: None

Others Present: Lisa Sagala, County Administrator/Controller; Julie Griffis, HR Generalist; Heather Vasquez, Equalization Director; Mike Szokola, Planning Director; Undersheriff Jason Torrey; Susan Zielinski, Finance Officer; Connie Krusniak, FOC; Candice Swander and Jill M. Nowak, Manistee County Clerk.

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

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

GRANT ADMINISTRATOR UPDATE

Lisa Sagala, County Administrator/Controller, reported that she has received a couple resumes for the Grant Administrator position. One (1) interview will be held, and another person has reached out and shown interest in the position. The position was advertised on INDEED and the local newspaper. The position could be tested regarding being a contractual or employee position. People may be hesitant to leave a full time employment with benefits to go to a contractual position. Is it possible to write a test grant to determine if the person is fit for the position? The Grant Administrator should search for grants and look for opportunities. They would then work the grant from the beginning of the application and follow through to the end of the grant for reporting purposes. A suggestion was made of having more than one (1) person be a Grant Administrator, to be more flexible, or the person could keep their current job and do both jobs. Ms. Sagala stated that is a possibility but also noted her concern about the ability of

doing both jobs will depend on the individual. The person being really busy at their fulltime job and not having time for the Grant Administrator position. Then the grant deadline approaches, and the application is not done at 100% because they were rushing to get the grant filed.

Ms. Sagala will move forward with the interested persons and will report back to the Committee.

NOTTLEY STUDY UPDATE

Julei Griffis, HR Generalist, reported that the goal is to have responses from Nottley back to the Personnel Committee in July 2022. There are two (2) departments that submitted changes to job descriptions or point formula, these were sent to Nottley. Other departments have submitted minimal changes and four (4) or five (5) departments haven't submitted changes to Ms. Griffis. Ms. Griffis has been in contact with all departments. There is one (1) more job description of a Court Reporter in District Court that was contractual and now being considered an employee position. This review by Nottley will cost approximately \$300 because the contract is already closed. It is hoped that all updates will be done in July and then that information can be worked into the budget. Ms. Griffis requested approval of approximately \$300 to send the District Court Reporter job description to Nottley for review and grade placement.

Moved by Gustad, seconded by Dontz to recommend approval to send a job description for a Court Reporter in District Court to Nottley for review and grade placement, at a cost not to exceed \$500. Ayes: All. Motion Carried.

Discussion as to a Policy for grades and placement in the new scale of minimum, medium and maximum was had. Ms. Sagala noted that it most likely would be a percentage. To place a new employee in the range, one would have an "up to" percentage to work with and anything over that would have to be presented to the Board. For Performance Appraisals, there will be a percentage to give for each performance level. The Board will have to decide if there will be, or how much or how often, is the percentage for performance appraisals and/or for COLA, to move the pay scale to keep the fair market study current. The scale could be moved at intervals or annually, along with the performance appraisal level increases. The County now has a current Wage Study so it will be up to the Board to keep the scale current.

COVID POLICY UPDATE

Ms. Sagala reported that the County's Preparedness Plan and agreements have still been in effect. Ms. Sagala will send out a notice that effective immediately, the County is moving out of the pandemic stage and the Preparedness Plan and other Agreements are no longer in place. It is important for employees to still be vigilant and testing if one doesn't feel well and inform your Department Head. As of this time, the County is still paying employees if they test positive. Since we are out of the pandemic stage, we will move away from compensating employees. Employees will have to use their vacation or personal time if they need to be off due to illness. Ms. Sagala was unable to get tests for the County, but persons can still go online to receive tests.

OTHER ITEMS FROM COMMITTEE MEMBERS

A brief discussion regarding vacation, personal time versus PTO took place. Again, employees are not losing any paid time off. With PTO, there will be no front loading of a bank of vacation and personal time as time off will be accrued every pay period. This will avoid large payouts if a person leaves, and it also will be important for employees to plan for future vacations.

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

Karen Goodman, Chairperson

Eric Gustad

Jeff Dontz