



Manistee County Courthouse
415 Third Street · Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz

VICE-CHAIRPERSON
Karen Goodman

Margaret Batzer
Eric Gustad
Pauline Jaquish
Nikki Koons
Richard Schmidt

CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, May 7, 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; Susan Zielinski, Finance Officer; Julie Griffis, HR Generalist; Heather Vasquez, Equalization Director; Sgt. Mike Sekuris; Detective Jacob Bielski and Jill M. Nowak, Manistee County Clerk.

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.

The meeting was called to order at 9:03 a.m.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

APPLICATION FOR EDUCATION ASSISTANCE

Julie Griffis, HR Generalist, received an application for tuition assistance in the amount of \$1,000 from Jacob Bielski of the Sheriff's Office. (Appendix A) The County does budget annually \$2,000 for this purpose. Sgt. Sekuris appeared by Zoom on behalf of Sheriff Gutowski and Undersheriff Torrey, to explain that the Department encourages higher education which not only makes Manistee County better but also the Sherriff's Department. Detective Bielski is pursuing a Bachelor's degree in Law Enforcement/Criminal Justice with continued aspirations of obtaining a Masters Degree

in Business Administration in the future. The on-line classes are appropriate for the degree and the office. The request is being made before the classes begin and Mr. Bielski has already paid for the classes. Once the classes are complete, the final grades are to be submitted with the receipt for payment and the paperwork will then be submitted for payment. The policy guidelines are being met.

Moved by Dontz, seconded by Gustad to recommend approval for reimbursement of the education request to Jacob Bielski for continuing education in the amount of \$1,000 once the classes are complete, a receipt is received, and final grades are received and in accordance with the Education Policy. Ayes: All. Motion Carried.

COMMITTEE APPOINTMENTS

Mr. Dontz reviewed the Committee Appointment List (Appendix B) which is a list of appointments made by the County Board. Discussion regarding the County liability of making appointments to a Board and what is our due diligence as a County. Applicant criminal history is completed through ICHAT. Is fingerprinting being done for the appointments that involve contact with children or mental health clients? It was requested that MMRMA be asked how far is the County required to look into backgrounds of applicants.

APPLICANT LETTER AND AUTHORIZATION TO RELEASE INFORMATION FORM FOR BOARDS/COMMISSIONS

The form to perform criminal history checks called the Authorization to Release Information, (not the application), is a very detailed request. We have had applicants question the need for the detailed information. After review, Ms. Griffis revised the form (Appendix C) with a more generalized version that explains the process and what history is checked. The social security number and gender were removed from the form but gender could be listed as optional. Race remained on the form because that is needed for ICHAT, although that can be left blank or optional also. Race can be looked at a qualifier or disqualifier but can also be used to encourage diversity. However, these fields are on the Release of Information Form, not the Application. Therefore, the Board does not see this form. ICHAT only checks Michigan criminal records. It was suggested to include on the form a previous address for prior criminal history checks if needed. Recommendations and additional research will be done and the subject will return to the Personnel Committee in the future.

UPDATE OF THE NOTTLEY STUDY

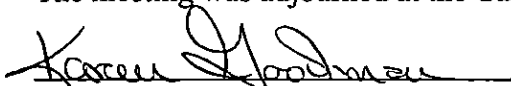
Ms. Griffis, reported that employees attended a meeting and reviewed their job descriptions which have now been submitted to the Department Heads for review. The revised job descriptions are due May 15th to Ms. Griffis and will then be sent to Nottley. The process is moving forward on time.

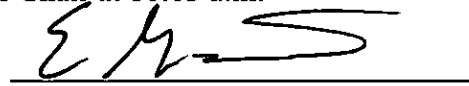
the minimum Step to Step 2 which is the 4-6 year step. The change was asked to wait until the Nottley Study was complete which is anticipated in July-August in case the impact is different. At that time, the salary could be negotiated retro to the anniversary date. The Committee noted they want to be fair and equitable and make her whole if needed.

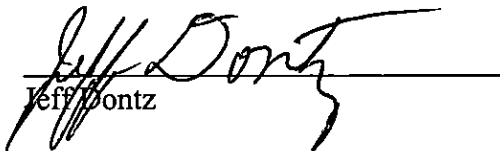
OTHER ITEMS FROM COMMITTEE MEMBERS

An update on the status of the Courthouse and Government Center was given. All employees are working back in the building. 88%+ have been vaccinated. A few employees are still waiting for their two weeks for the vaccine to be fully protected. All offices are serving the public by appointment. Ms. Sagala has had discussion with Judge Thompson and Pat Heins. Court is still be held virtually if possible. Possibly open mid-June with masks and all CDC guidelines in effect. Mr. Dontz prefers Board meetings to be in person, at least for the Board Members. The public and Staff could still zoom. The size of the room is an issue for social distancing. The status will be discussed at the May County Board Meeting.

The meeting was adjourned at the Call of the Chair at 10:03 a.m.


Karen Goodman, Chairperson


Eric Gustad


Jeff Dontz



EMPLOYMENT AGREEMENT

Director of Equalization

This Agreement is entered into this 1st day of July 2020, between the Manistee County Board of Commissioners, hereinafter referred to as "Employer", and Heather S. Vasquez, hereinafter referred to as "Employee".

The Board is desirous of retaining Mrs. Vasquez in the position of Manistee County Director of Equalization and Mrs. Vasquez is desirous of accepting said position pursuant to the terms and conditions hereinafter set forth.

RECITALS:

1. Employment and Duties:

- A. The Employer hereby affirms its appointment of the Employee to the position of Director of Equalization for the County of Manistee, Michigan.
- B. The Employee agrees to establish policy for conducting appraisals and surveys of both real property and personal property in order to determine County equalized value; to administer policies relating to the assessment of property and provide full support data for the equalization of assessments by the Board of Commissioners; to format and compile data for summer and winter tax bills, calculate millage rollback fractions and prepare millage apportionment reports; and other various duties.
- C. The term "employed" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on the Employee's time off.
- D. The Employee shall perform other duties and activities by official action of the Board or directed by the elected Chairperson of the Board within the scope of the Equalization process. Any such direction by the Chair may be subject to approval of the Board.

2. Term:

DIRECTOR OF EQUALIZATION EMPLOYMENT AGREEMENT

Ms. Griffis explained the Employment Agreement (Appendix D) for the Director of Equalization, is delinquent in being renewed but everything has been operating as normal. The Agreement should have been renewed at the end of the FY 2020 for 2021. Previously, there was discussion as to which positions should have an Agreement or Contract. It was determined that the only two (2) contracts that should exist are the County Administrator and the Equalization Director positions as both report directly to the County Board. The question is will this Equalization Director position be changed to a contract or remain as an agreement. Commissioner Goodman stated the County Board has an actual contract with the County Administrator/Controller so it should stay as an Agreement. With other Department Head Employment Agreements, a paragraph was added to the Agreement for the job description, should that be added as well to the Equalization Director's Agreement or is it different because of reporting to the Board? This Agreement should stay different because Performance Evaluations have never been done for this direct employed position. Both the Administrator/Controller report directly to the Board but they are at different levels. Ms. Goodman believes agreements are more secure than a contract. Performance appraisals are next on the list to be worked on and be implemented after the Nottley Study is done so everything ties together. Technically, the Equalization Director works for the Board but in the day to day operations, she works more with Administration. There could be some language that defers Performance Evaluation to Administration because the Board doesn't work with Ms. Vasquez. An Agreement is more secure and is agreed by the Equalization Director.

The status of the Designated County Assessor is waiting for the State to respond. Ms. Vasquez submitted more information about her experience, background and letters of recommendation. Therefore, no counties have been approved and all counties are waiting for the State to respond.

Also, to be addressed, Ms. Vasquez had sent a memo (Appendix D-7) asking for vacation to change with years of service over 20 years. This would be similar to a few union contracts. Whereas, when an employee attains 20 years of service, they get another vacation day up to 25 days. This has also been written into the proposed PTO Policy. Ms. Vasquez is asking for the additional vacation day because as of September 2021, she will attain 21 years of service with Manistee County. The extra day can be written into the agreement. The proposed verbiage is presented in the memo.

Moved by Goodman, seconded by Gustad to recommend the approval of the Employment Agreement for the Director of Equalization; and to adjust the agreement per Ms. Vasquez' request of the additional vacation day to be added to the vacation bank effective on the 21st anniversary date in September 2021; and authorize the Chair to sign the same. Ayes: All. Motion Carried.

Ms. Griffis will clean up the Agreement with the correct verbiage and dates and it will be in the Board packet for review for the County Board.

Also, the clarification on compensation in the step progression scale was discussed. As of July 1, 2021, Ms. Vasquez will be in her fourth year as the Equalization Director. Ms. Vasquez was hired at the minimum step and is wondering if her salary will move from

APPLICATION FOR EDUCATION ASSISTANCE FROM
THE MANISTEE COUNTY EDUCATION FUND

Name: **Jacob Bielski**

Department: **Manistee County Sheriff's Office**

Title: **Detective**

Degree/Certificate/Coursework Seeking: **Bachelor (C.J)**

Amount Requesting: **\$1,000**

Educational Institution: **Lake Superior State University**

Anticipated Degree/Certificate/Course Completion Date: **Summer 2021**

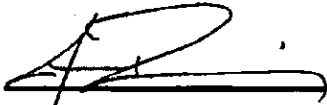
Explanation of Education Assistance Request:

This assistance program would help me pursue a Bachelor's degree in the field of Law Enforcement/Criminal Justice to further assisting this agencies goal to strive for continuing education. I strongly agree that continued education with aspirations of obtaining a Masters Degree (Business/Administration) in the near future will only project a positive image for this office for many more years to come. Due to the recent pandemic, I believe applying for this assistance and saving as much money as possible would be benifical not only towards my family, but community as well.

It is understood that regular full-time employees are eligible to apply for the education assistance after completion of twelve (12) months of continuous full-time employment and they must remain employed by the County for a minimum of forty-eight (48) months after completion of approved training. An employee whose employment with the County is terminated prior to fulfilling this obligation will be required to reimburse the County for the assistance received prior to the release of his/her final paycheck, where the employee: (a) voluntarily terminates his/her employment with the County, or (b) is terminated, dismissed or discharged for cause from his/her employment with the County. This reimbursement requirement shall not apply to an employee whose employment is terminated due to the election of a new elected official, or to an employee employed under a written contract of employment where the contract expires and is not renewed by the County.

AB
4-20-21

Signature of
Employee: Dated:


4/20/21

Signature of
Supervisor: Dated:


4-30-21

Approved by Personnel Committee on
Approved by County Board on
Amount Approved \$

Disapproved by Personnel Committee on

Comments:


4-20-21

Lake Superior State University

650 W Easterday Avenue, Sault Ste Marie MI 49783

www.lssu.edu

Days of the Week :

M-Monday; **T**-Tuesday; **W**-Wednesday; **R**-Thursday; **F**-Friday; **S**-Saturday; **U**-Sunday;

Buildings :

ART-Arts Center

CAS-Center For Applied Science/Engineering Technology

CCC-Child Care Center

CIS-Walker Cisler Student & Conference Center

CRW-Crawford Hall of Science

LBR-Shouldice Library

NOR-Norris Center

WMH-War Memorial Hospital

Bielski, Jacob
A00027864

Summer 2021

CRN	Course	Title	Credits	Instructor	Begin	Ends	Days	Time	Location
30020	CJUS 345-00N	Stats & Design/Public Safety	4.000	Gordier	05/10	07/30	TBA	TBA	ONLINE COURSE
30021	CJUS 345-N0A	Stats & Design/Public Safe Lab	.000	Gordier	05/10	07/30	TBA	TBA	ONLINE COURSE
30022	CJUS 401-00N	Senior Seminar	3.000	Westrick	05/10	07/30	TBA	TBA	ONLINE COURSE
Total Credits:			7.000						



LAKE SUPERIOR STATE UNIVERSITY

Lake Superior State University
650 W Easterday Avenue
Sault Sainte Marie, MI 49783
906-635-2276
<http://www.lssu.edu>

Student ID: A00027864
Statement Date: 04/16/2021
Student Name: Mr Jacob Bielski
Term: Summer 2021

Student Schedule/Bill

CRN	SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP	BUILD	ROOM
30020	CJUS	345	00N	Stats & Design/	4.00	TBA	TBA		ONLINE COURS
30021	CJUS	345	N0A	Stats & Design/	0.00	TBA	TBA		ONLINE COURS
30022	CJUS	401	00N	Senior Seminar	3.00	TBA	TBA		ONLINE COURS

Course Credits: 7.00

CHARGES

CREDITS/ANTICIPATED CREDITS

LSSU "One Rate" Tuition	2,331.00		
Online/Virtual Course Fee	200.00		
Program Fee	175.00		
Special Course Fee	20.00		
Total Charges:	\$ 2,726.00	Total Credits/Anticipated Credits:	\$ 0.00

FINANCIAL AID RECIPIENTS EXPLANATION OF ANTICIPATED CREDITS

The financial aid shown on this bill has been subtracted from your amount due on the assumption that you will complete all outstanding requirements to finalize your aid. Go to 'Requirements' tab under 'Financial Aid' on your MYLSSU Anchor Access account to review all outstanding 'Documents Needed to Receive Aid'.

Aid was awarded based on enrollment at time of award and will not be adjusted until the end of the add/drop period. Alternative and Parent Plus loans will not show up on your bill until the loan app is approved and LSSU is notified by the lender.

If you are expecting aid that is not shown on this bill, please review your aid 'Award' & contact the Financial Aid Office at finaid@lssu.edu
For billing questions or concerns, please contact the Business Office
PH: 906-635-2600 ~ EMAIL: busops@lssu.edu

Previous Balance:	\$ 0.00
Current Term Balance:	\$ 2,726.00
CURRENT AMOUNT DUE:	\$ 2,726.00

Committee appointments

Airport Authority ¹

Centra Wellness Network

Manistee DHHS Board)

Library Board ¹

Land Bank Authority 7

Manistee County Transportation Board

Medical Examiner

Manistee County Planning Commission

Parks and Recreation Commission

Manistee County Road Commission

Veterans Counselor

Northwest Workforce Development Board (recommended by Networks NW)

Board of Canvassers – MCL 168.24a for regular terms, the two political parties that cast the greatest number of votes for the SOS in the last election have two representatives on the Board. The two political parties submit name. Commissioners appoint from those names.

Jury Board – MCL 600.1301 appointed by the County Board of Commissioners at the recommendation of the Circuit Court Judge.



Appendix C

CLERK

Jill M. Nowak

231-723-3331 | Fax 231-723-1492

jnowak@manisteecountymi.gov

Manistee County Courthouse

415 Third Street • Manistee, Michigan 49660

Dear Applicant,

Thank you for your interest in becoming a Board/Commission member with Manistee County. As part of the application process, we routinely check the background of every applicant.

Please complete the attached AUTHORIZATION TO RELEASE INFORMATION form and return it to the Manistee County Clerk's office along with the Application for Boards/Commissions prior to the deadline for the advertised position in which you are applying for.

If you have any questions regarding the application process, please contact the Manistee County Clerk's office at 231-723-3331.

Sincerely,

Jill M. Nowak, Manistee County Clerk

AUTHORIZATION TO RELEASE INFORMATION

First Name _____ Middle Name _____

Last Name _____

Address _____

City _____ State _____ ZIP _____

Telephone Number _____

Date of Birth _____ Race _____



TO WHOM IT MAY CONCERN:

I am an applicant for a Board/Commission with Manistee County, hereinafter referred to as "County". The County needs to thoroughly investigate my background to evaluate my qualifications to hold the position for which I applied.

I HEREBY AUTHORIZE Manistee County to perform a check of background including:

- ICHAT State of Michigan Police background check
- Any other police and/or agency records to the extent permitted by State and Federal Law.

For and in consideration of the County's acceptance and processing of my application for appointment to a Board/Commission, I agree to hold the County, its agents, and employees harmless from any and all claims and liability associated with my application for appointment to

a Board/Commission or in any way connected with the decision whether or not to appoint me to a Board/Commission. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the County in conjunction with appointment procedures.

I understand that all information obtained in the background check process will be kept confidential.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees from any and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature of Applicant

Date

, Notary Public

Dated: _____ County, Michigan

My Commission Expires: _____

The term of this Agreement shall be for a period of two (2) years, renewable on an annual basis.

3. At Will Employment:

The Employee understands and agrees that her employment as Director of Equalization of Manistee County is "at will" and may be terminated for any reason or no reason.

4. Compensation:

For her services as Director of Equalization, the Employer agrees to pay the Employee an annual salary. In no event shall the annual compensation be less than \$59,053.86.

FY 2020-21: \$59,053.86
FY 2021-22: TBD
FY 2022-23: TBD

Adjustments to be made by the Employer at its discretion. The salary shall be subject to payroll deductions required by law or requested by the Employee and determined to be available and proper.

5. Benefits:

A. Except as otherwise provided in this Agreement, the Employee shall be entitled to the same economic fringe benefits provided non-Union, non-Court staff, including any required premium contribution(s), excluding any benefits not appropriate for an executive employee.

6. Vacation:

The Employee must take vacation time during the calendar year succeeding the calendar year in which such vacation accrued. The Employee shall be entitled to twenty (20) paid vacation days per calendar year and may carry no more than five (5) vacation days to be used by March 31, of the following year and approval for use must be obtained from the County Controller/Administrator. Vacation

time shall not accumulate, and the Employee shall not be paid for such days, except for the unused balance at the time of termination of this Agreement. Vacation periods shall be selected by the Employee during periods of time less disruptive to the operations of the County and shall be subject to approval by the Employer. The Employee shall also be entitled to six (6) paid personal days per year, with up to three (3) unused days payable at the current rate of pay at each year end.

7. Hours of Work:

It is recognized and understood that the Employee must devote a significant amount of time outside the normal office hours to business of the Employer, and to that end, Employee will be allowed to work flexible hours subject to the review and approval of the Employer. It is the understanding of the parties that the Employee shall work a minimum of thirty-seven and one-half (37.5) hours per week.

8. Retirement:

The Employee shall be enrolled in the Municipal Employees' Retirement System (MERS) during the term of this Agreement at the B-4, F55/20 level. The Employee shall be required to make the same member contribution as required in the Manistee County Executive Employee group.

9. Business Expenses:

Actual and necessary expenses incurred by the Employee in the performance and discharge of official duties and functions authorized by the Employer shall be reimbursed upon submission of receipts and appropriate vouchers.

10. Professional Development and Meetings:

The Employee may and is encouraged to attend official conferences or meetings approved by the Employer and subject to budget limitations. All actual and reasonable travel and lodging expenses necessary to permit the Employee to attend such conferences or meetings shall be paid by the Employer.

11. Membership and Dues:

The Employer agrees to pay the membership and dues to permit the Employee to be a member of professional organizations and such other organizations as approved by the Employer and subject to budget limitations.

12. Performance Evaluation:

The Employer shall review and evaluate the performance of the Employee, in writing, on or before December 31 of each year of the term. The review and evaluation shall be in accordance with the Performance Evaluation Policy and based upon criteria adopted by the Employer. Criteria may be added or deleted as the Employer may from time to time determine, with notice to the Employee. The Employee shall have an opportunity to discuss her evaluation with the Employer. Annually, the Employer and the Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the County and in the attainment of the Employer's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.

13. Residence:

The Employee agrees to maintain her residence in Manistee County, Michigan, during the term, including any renewals or extensions.

14. Bonding:

The Employer shall bear the full cost of any fidelity or other bonds required of the Employee under law.

15. Other Terms and Conditions of Employment:

The Employer, in consultation with the Employee, shall adjust any other term and condition of employment relating to the performance of the Employee as it may determine reasonable from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, or any applicable law.

16. Termination:

- A. Termination by Employee. This Agreement may be terminated upon ninety (90) days advance written notice provided by the Employee to the Employer, or by the death or incapacity of the Employee. In the event of any such termination, the Employee shall not be entitled to severance payment from the County. If the Employee fails to provide this notice, she will forfeit any accrued paid time off which she may be entitled to when this Agreement is terminated. If the Employer receives the Employee's notice of voluntary termination, the Employer may, at its sole discretion, immediately effect the voluntary termination of the Employee's employment. Any voluntary termination of this Agreement by the Employee as described in this provision shall terminate the rights and obligations of each of the parties.
- B. Termination by Employer. The Employee understands that he serves at the pleasure of the Employer and may be removed with or without cause at any time.
- C. Termination by Employer With Cause. In the event the Employer terminates this Agreement for cause, the termination shall be effective on the date of the Employer's oral or written notice of termination and the Employee shall be paid for wages and benefits which accrued through the date of termination only.
- D. Termination by Employer Without Cause. In the event the Employer exercised its right to terminate the Employee for any reason other than for cause pursuant to Paragraph 15.B. above, the Employee shall be entitled to severance payment in the amount of the wages and the value of fringe benefits not to exceed three (3) months.

17. Indemnification:

The Employer shall indemnify the Employee against expenses (including attorney fees) and amounts paid in settlement actually and reasonably incurred by her in connection with the defense of any civil, criminal or administrative action, suit or proceeding in which she is made a party or with which she is threatened, by reason of being or because of any act as Director of Equalization within the course and scope of her duties and employment hereunder if she acted in good faith and in a manner she reasonably believed to be in or not opposed to the best interest of the Employer, and with respect to any criminal action or proceeding, had no reasonable cause to believe her conduct was unlawful. Notwithstanding the foregoing, she shall not be entitled to

indemnification regarding (1) any matter in which she shall be adjudged to be liable for negligence or misconduct in the performance of her duties, or (2) any matter in which she fails to notify the Employer of a claim within a reasonable time or fails to cooperate in the defense of such claim, but only to the extent that the defense of such claim is prejudiced by her failure to give notice or to cooperate.

18. Assignment:

This Agreement is to personal services and is not assignable.

19. Governing Law:

Michigan law shall govern this Agreement and the sole and exclusive remedy under this Agreement shall be monetary damages for any alleged breach. No equitable relief of any kind, including reinstatement, may be granted for any violation of this Agreement.

20. Amendment:

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and may not be amended, renewed or extended, except by an instrument in writing, duly adopted and executed by the parties.

MANISTEE COUNTY BOARD OF COMMISSIONERS

By: _____
Jeffrey Dontz, Chairperson

Dated: _____

By: _____
Heather S. Vasquez
Director of Equalization

Dated: _____

**EQUALIZATION DEPARTMENT**

Manistee County Courthouse

415 Third Street • Manistee, Michigan 49660-1606 • 231-723-5957

TO: Personnel Committee

FROM: Heather Vasquez, Equalization Director

DATE: May 5, 2021

RE: Director of Equalization Employment Agreement

I would like to propose the following information contained within the vacation section of my employment agreement changed.

Vacation:

The Employee must take vacation time during the calendar year succeeding the calendar year in which such vacation accrued. The Employee shall be entitled to ten (10) paid vacation days per calendar year and may carry no more than five (5) vacation days to be used by March 31, of the following year and approval for use must be obtained from the County Controller/Administrator. The Employee shall be entitled to fifteen (15) paid vacation days after five (5) years of continuous employment and twenty (20) paid vacation days after ten (10) years of continuous employment. The Employee shall be entitled to one (1) additional vacation day per year after completion of twenty (20) years of continuous employment, to a maximum of twenty-five (25) days. Vacation time shall not accumulate, and the Employee shall not be paid for such days, except for the unused balance at the time of termination of this Agreement. Vacation periods shall be selected by the Employee during periods of time less disruptive to the operations of the County and shall be subject to approval by the Employer. The Employee shall also be entitled to six (6) paid personal days per year, with up to three (3) unused days payable at the current rate of pay at each year end.

This September, I will be employed with Manistee County Equalization for 21 years and I feel this change to my agreement is appropriate.

I would also like some clarification regarding the step process for my position. As of July 1, 2021 I will be beginning the fourth year as Equalization Director. Will this then move my compensation from Minimum, 0-3 years to Step 2, 4-6 years?

Thank you for your consideration in these changes.