



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Karen Goodman

Margaret Batzer
Mark Bergstrom
Pauline Jaquish
Gene Lagerquist
Richard Schmidt

CLERK
Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
David A. Kieft, Jr.
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, June 5, 2020
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Jeff Dontz, Mark Bergstrom and Karen Goodman, Chairperson

Members Absent: None

Others Present: Lisa Sagala, Interim County Administrator/Controller; Sheriff Ken Falk; Undersheriff Brain Gutowski; Rob Carson, County Planning Director; Heather Vasquez, Equalization Director; Susan Zielinski, Finance Officer; Ella Gannon, Corrections Officer; Julie Schmeling, Administrative Assistant and Jill M. Nowak, Manistee County Clerk.

The County Board and its Committees are operating remotely and electronically by Zoom under Executive Order #2020-75 issued by Governor Gretchen Whitmer 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.

STEP INCREASES FOR THE UNDERSHERIFF AND EMERGENCY MANAGER

Sheriff Falk appeared before the Committee to request step increases for the Undersheriff and Emergency Manager. (Appendix A) Sheriff Falk explained that Undersheriff Gutowski was appointed on January 3, 2020 and was placed in a Grade 10, Step 4 at \$62,367.10 and could be reviewed in six (6) months pending a performance review and compensation evaluation. Sheriff Falk stated he has completed an evaluation and Undersheriff Gutowski has displayed excellent leadership and knowledge of the

undersheriff position. Sheriff Falk requested that Sheriff Gutowski be compensated at Grade 10, Step 5 at a salary of \$64,410.

Moved by Bergstrom, seconded by Dontz to recommend that Undersheriff Gutowski be placed in Grade 10, Step 5 at a salary of \$64,410, effective July 1, 2020. Ayes: All. Motion Carried.

Note: In the minutes provided (A-3), indicate that Undersheriff Gutowski is already at Grade 10, Step 5. Therefore, the above motion should be corrected to state move to a Step 6. Ms. Sagala will clarify at the County Board Meeting.

Sheriff Falk explained that Emergency Management Coordinator, Lt. Jason Torrey, was appointed on February 18, 2020 (retroactive to February 3, 2020) and was placed in a Grade 9, Step 7 at \$57,764.71. Sheriff Falk stated he has completed an evaluation and Lt. Jason Torrey has displayed excellent leadership and knowledge of the Emergency Management Coordinator position. Sheriff Falk requests that Lt. Jason Torrey be compensated at Grade 9, Step 8 at salary of \$59,525.83.

Moved by Bergstrom, seconded by Dontz to recommend that Lt. Jason Torrey, Emergency Management Coordinator, be placed in Grade 9, Step 8 at a salary of \$59,525.83, effective July 1, 2020. Ayes: All. Motion Carried.

DISCUSSION REGARDING VACATION AND PERSONAL TIME BANKS

Ms. Sagala explained that the unused vacation and personal time banks from 2019 that would normally have to be used by March 31. This was extended until May 31, 2020. However, with employees unable to use the time off because of COVID-19, Ms. Sagala is requesting that employees be able to carry over their 2019 vacation and personal time off through July 31, 2020.

Moved by Dontz, seconded by Bergstrom to recommend extending the deadline to carry over 2019 vacation and personal time to July 31, 2020. Ayes: All. Motion Carried.

The time off matter will most likely be an issue with 2020 vacation and personal time but that doesn't have to be decided now, but we need to think about how to handle that in the near future. Flexible scheduling or 10 hour days were ideas as we run through two (2) budget and calendar years.

DISCUSSION REGARDING THE CONTROLLER/ADMINISTRATOR POSITION

Ms. Sagala reported that all is going pretty well. Mr. Dontz stated he can't emphasize enough the difference Ms. Sagala has made as the Interim Administrator/Controller with taking initiatives and decision making especially during this difficult situation of a pandemic and handling two (2) jobs. Mr. Dontz indicated he would be extremely comfortable making the position permanent with Ms. Sagala. Mr. Dontz' only pause is

do we have to go through the process? Ms. Goodman stated that a recommendation could be made to the full Board. Mr. Bergstrom indicated that it takes some time to determine one's capability and usually following a process is the best way to go. Although the County could probably save a little money and it may be difficult to fill this position at this time. But with Ms. Sagala doing two (2) jobs, maybe a little more time to see how things work out. However, at some point it will have to be one (1) job not two (2) jobs. Ms. Sagala has expressed views to Mr. Dontz on the Human Resources Manager/Assistant Administrator position of changes that could occur with that job. However, with the current short term situation and until the County gets back to the County's familiar stabilized budgeting and with the unknown financials, if the County has to continue as is with Ms. Sagala doing both jobs, the County won't find a better qualified person. In reference to going through the process, the County has self-imposed guidelines such as Masters' Degree, years of County service experience or Public Administration etc. which can be waived if the Board sees appropriate. Ms. Sagala stated she has a BS in Business Administration with concentration in Human Resources. Her work experience has been in hiring, benefits and employee relations and budgets. Ms. Sagala has worked her eight (8) years and has been a part of office and County activities. If she is not familiar with something, she knows who to go to and will reach out and is not afraid to make decisions. With that said, Ms. Sagala is doing both jobs now but in time, the little duties might not get done and she may need additional help.

Moved by Goodman, seconded by Dontz that in discussion concerning the Interim County Administrator/Controller position, to recommend the finalization of the position by September 30, 2020; and to authorize Ms. Sagala to hire temporary and/or part-time help as needed in the Administration Office. Ayes: All. Motion Carried.

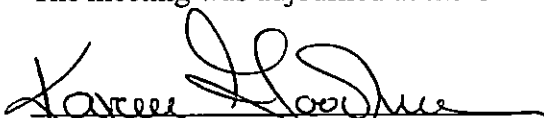
OTHER ITEMS FROM COMMITTEE MEMBERS

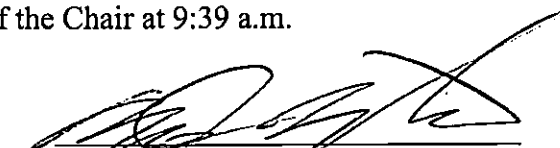
Sheriff Falk is still short one (1) Deputy but the Academy is graduating people soon so there may be some applicants from there. The 14th Corrections Officer has not been hired yet.

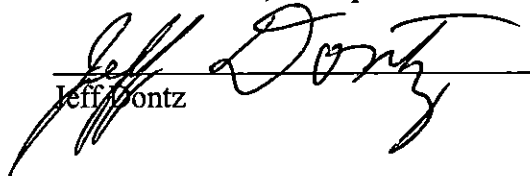
The proposal for the Planning Department was discussed. Rob Carson said he will be advertising soon for a Receptionist position and a code enforcement position per discussion with Ms. Goodman, Mr. Dontz, Ms. Sagala and himself. More discussions will be had for tasks that are interdepartmental. Discussions have started with the renters at the building. The Community Foundation has questions regarding opening back up to the public. The Foundation will not have a receptionist in the front office. They will basically be closed to the public and just utilizing their office space and social distancing themselves from the Planning Department Staff. Mr. Carson indicated that Ms. Heintzelman of the Foundation will be reaching out to Ms. Sagala.

Once Ms. Sagala is comfortable with the job description that is created, Mr. Carson will advertise next week for Staff. Ms. Sagala said there is already a job description for that type of position and grade but it will be tailored to the Planning Department, so there is no need for Nottley to be involved.

The meeting was adjourned at the Call of the Chair at 9:39 a.m.


Karen Goodman, Chairperson


Mark Bergstrom


Jeff Dantz

APPENDIX A

SHERIFF Kenneth O. Falk
ADMIN 231-723-8393
FAX 231-723-1498



SHERIFF'S OFFICE • 1525 E. Parkdale Ave. • Manistee, MI 49660

June 1st, 2020

Ms. Lisa Sagala
Interim Controller/Administrator
Manistee County Courthouse
415 Third St
Manistee, MI 49660

Dear Ms. Sagala,

This letter is to inform you that I am requesting Undersheriff Brian Gutowski receive the next pay grade step on July 1st, 2020. He is currently at pay grade 10, step 4 of a salary position of 2080 hrs. (\$62,367.10). I am requesting he receive pay grade 10, step 5 of a salary position of 2080 hrs. (\$64,410.00). Undersheriff Gutowski has displayed excellent leadership and knowledge of the position of Undersheriff and continues to be dedicated to the Manistee County Sheriff's Office. I have done an evaluation on Undersheriff Gutowski's last 5 months as Undersheriff, which shows he has the knowledge and ability to perform the required tasks.

Should you have any questions, please contact me at your convenience. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth O. Falk'.

Kenneth O. Falk - Sheriff
Manistee County Sheriff's Office

TUESDAY, JANUARY 21, 2020

YEAS: 6 Jaquish, Lagerquist, Schmidt, Batzer, Dontz, Goodman
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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APPOINT MANISTEE COUNTY TRANSPORTATION, INC.

BOARD OF DIRECTORS

Pursuant to the MCTI Board Bylaws, the Manistee County Board of Commissioners shall recommend two (2) members to the MCTI Board of Directors for one (1) year terms of office. Historically, these appointment recommendations have included one (1) County Commissioner and one (1) person-at-large.

At the January 2020 Organizational Meeting of the Manistee County Board of Commissioners, the Board acted to re-appoint Pauline Jaquish as the County Commissioner Representative for a one (1) year term commencing January 1, 2020 and expiring December 31, 2020. An at-large appointment was not appointed at that meeting. Currently, Brook Shafer was the at-large member.

A recommendation received from Manistee County Transportation includes the re-appointment of Brook Shafer as the at-large member to serve a one (1) year term commencing immediately and expiring December 31, 2020.

Moved by Jaquish, seconded by Goodman to re-appoint Brook Shafer as the at-large member on the Manistee County Transportation Inc. Board of Directors to serve a one (1) year term commencing January 1, 2020 and expiring December 31, 2020.

YEAS: 6 Lagerquist, Schmidt, Batzer, Dontz, Goodman, Jaquish
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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FIRST QUARTER OF 2020 CHILD CARE FUND REPORT

Cameron Clark, Director of Youth Services, appeared before the Board to present the first quarter Child Care Fund Report.

PERSONNEL COMMITTEE MINUTES/JANUARY 8, 2020

Karen Goodman presented the Personnel Committee Minutes of January 8, 2020.

WAGE DETERMINATION FOR UNDERSHERIFF

Lisa Sagala reported that the discussion that took place at the Personnel Meeting was based on the incorrect amount of hours and the scale that should have been looked at is for 2080

hours (not 1950 hours) Therefore, after discussion, the Undersheriff position is in Pay Grade 10. Undersheriff Gutowski will be placed in Step 5 of Pay Grade 10 at \$62,367.10. The change in salary will be retroactive to the date he was appointed as Undersheriff. In six (6) months, a review will take place and an evaluation will occur to re-evaluate the Undersheriff's performance and compensation.

Moved by Goodman, seconded by Lagerquist that Undersheriff Gutowski salary be placed in Pay Grade 10, Step 5 at the salary of \$62,367.10 retroactive to the date he was appointed as Undersheriff; in six (6) months, a review and evaluation will occur to re-evaluate the Undersheriff's performance and compensation.

YEAS: 6 Schmidt, Batzer, Dontz, Goodman, Jaquish, Lagerquist

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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Item Not Requiring Board Action.

Mr. Dontz requested Sheriff Falk attend the next Personnel Committee Meeting regarding the appointment and wages of an Emergency Manager appointment in accordance with PA 390.

Moved by Goodman, seconded by Batzer to accept the Personnel Committee Minutes of January 8, 2020.

PUBLIC SAFETY COMMITTEE MINUTES/JANUARY 17, 2020

The Public Safety Committee Minutes of Friday, January 17, 2020 were not available for the County Board Meeting on Tuesday, January 21, 2020 (Monday, January 20, 2020 was MLK Holiday).

Discussion by some attendees at the Public Safety meeting on January 17, 2020 took place. The minutes will be presented at the February 18, 2020 County Board Meeting.

MISCELLANEOUS CONTROLLER AND BOARD ITEMS

Dave Kieft Jr. presented preliminary costs for iPads and iPad cases for County Commissioners, Clerk and Administrator. The tablets that have been purchased years ago are no longer sufficient and, in some cases, do not work anymore. Dialog concerning using personal devices and the FOIA laws were discussed. Mr. Kieft said money would be used from the County Commissioner Contingency Fund line item or the Manistee County Contingency Fund. It was noted that the 10.2-inch iPad is sufficient and better prices be gotten on iPad cases, and that keyboards are most likely not needed. It is recommended that all use County issued iPad and not their personal devices. This is a preliminary discussion and the information will be forwarded to the Technology Committee for discussion and recommendation.

A-4

SHERIFF Kenneth O. Falk
ADMIN 231-723-8393
FAX 231-723-1498



SHERIFF'S OFFICE • 1525 E. Parkdale Ave. • Manistee, MI 49660

June 1st. 2020

Ms. Lisa Sagala
Interim Controller/Administrator
Manistee County Courthouse
415 Third St
Manistee, MI 49660

Dear Ms. Sagala,

This letter is to inform you that I am requesting Emergency Management Coordinator/Lt. Jason Torrey receive the next pay grade step on July 1st, 2020. He is currently at pay grade 9, step 7 of a salary position of 2080 hrs. (\$57,764.71). I am requesting he receive pay grade 9, step 8 of a salary position of 2080 hrs. (\$59,525.83). EMC/Lt. Torrey has displayed excellent leadership and knowledge of the position of Emergency Management Coordinator and Lieutenant during both the COVID-19 Pandemic and shoreline erosion issues and continues to be dedicated to Manistee County. I have done an evaluation on EMC/Lt. Torrey's last 5 months as EMC/Lt., which shows he has the knowledge and ability to perform the required tasks.

Should you have any questions, please contact me at your convenience. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth O. Falk'.

Kenneth O. Falk – Sheriff
Manistee County Sheriff's Office

TUESDAY, FEBRUARY 18, 2020

YEAS: 6 Dontz, Goodman, Jaquish, Lagerquist, Schmidt, Batzer
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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PLANNING DEPARTMENT PURCHASE OF A LAPTOP COMPUTER AND A SURFACE BOOK 2 FROM DEPARTMENT CONTINGENCY FUNDS

Moved by Batzer, seconded by Goodman to approve the quote on the laptop ThinkPad E595 from Jackpine in the amount of \$729.99 and the quote from CDW-G for the Microsoft Surface Book 2 in the amount of \$1,797.99, for a total amount not to exceed \$2,527.98; to be paid from the Planning Department Contingency Fund Line item #216 000 390.019.

YEAS: 6 Goodman, Jaquish, Lagerquist, Schmidt, Batzer, Dontz
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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Moved by Batzer, seconded by Schmidt to accept the Ways & Means Committee Minutes of February 5, 2020.

Motion Carried

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PERSONNEL COMMITTEE MINUTES/FEBRUARY 7, 2020

Karen Goodman presented the Personnel Committee Minutes of February 7, 2020.

EMERGENCY MANAGER SALARY

Moved by Goodman, seconded by Batzer to approve that Lt. Jason Torrey, appointed as the Emergency Manager be placed in Pay Grade 9, Step 7 at \$57,764.71, retroactive to February 3, 2020, the date of his appointment.

YEAS: 6 Jaquish, Lagerquist, Schmidt, Batzer, Dontz, Goodman
NAYS: 0 None

A-6

TUESDAY, FEBRUARY 18, 2020

ABSENT: 1 Bergstrom

Motion Carried

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Items Not Requiring Board Action.

Ms. Sagala reported that the new job description for the Administrative Secretary was unable to be ready for today's meeting. The new job description will have the new assignment of duties (with tracks) and will be ready to present to the Personnel Committee. A review of all duties in the Administration will be had as well. Also, there is a need to define Web Management in the description.

Ms. Sagala followed up with the discussion concerning the retirement plan for the Executive Administrative Assistant at the Sheriff's Department. The issue will be placed on the next Personnel Committee meeting agenda.

Moved by Jaquish, seconded by Schmidt to accept the Personnel Committee Minutes of February 7, 2020.

Motion Carried

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SHERIFF'S OFFICE YEAR IN REVIEW

Sheriff Ken Falk, appeared before the Board to present the Manistee County Sheriff's Office Year in Review.

(Break at 10:34 a.m.) (Back in session at 10:44 a.m.)

HOUSING NORTH CAMPAIGN ENTITLED HOMES FOR OUR FUTURE

Lisette Reyes, Community Communications coordinator for Housing North, appeared before the Board to present the newest campaign by Housing North entitled "Homes for our Future" and adoption of Resolution #2020-4 endorsing the Homes for our Future Campaign.

**Resolution #2020-4
MANISTEE COUNTY BOARD OF COMMISSIONERS**

RESOLUTION ENDORSING THE "HOMES FOR OUR FUTURE" CAMPAIGN

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 18th Day of February, 2020.

PRESENT: Batzer, Dontz, Goodman, Jaquish, Lagerquist, Schmidt

ABSENT: Bergstrom

The following resolution was offered by Batzer and seconded by Lagerquist:

WHEREAS, a target market analysis points to a potential demand in Manistee County for 905 units in 2020; and

Manistee County Board of Commissioners

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Karen Goodman

Margaret Botzer
Mark Bergstrom
Pauline Jaquish
Gene Lagerquist
Richard Schmidt

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CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

David A. Kieft, Jr
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, February 7, 2020
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Jeff Dontz and Karen Goodman, Chairperson

Members Absent: Mark Bergstrom

Others Present: David Kieft, County Administrator/Controller; Lisa Sagala, Human Resources Manager/Assistant Administrator; Sheriff Ken Falk; Undersheriff Brian Gutowski 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.

EMERGENCY MANAGER SALARY

Ms. Sagala, Human Resources Manager/Assistant Administrator, presented the current Non-Union & Non-Court Salary Scale (Appendix A) to be reviewed. Sgt. Jason Torrey was appointed recently as the new Emergency Manager. Sgt. Torrey's current wage was \$56,871.36 for a 42-hour work week. The closest step to his current salary is Pay Grade 9, Step 7 at \$57,764.71 with a 40-hour work week. Sgt. Torrey has 21 years of service and with the appointment of Emergency Manager, he will become a Lieutenant. Lt. Torrey was appointed on February 3, 2020 and it was requested his wage be retroactive from that date. The future salary structure is under revision from steps to proposed performance review in an appraisal system.

Moved by Goodman, seconded by Dontz to recommend Lt. Jason Torrey, appointed as the Emergency Manager be placed in Pay Grade 9, Step 7 at \$57,764.71, retroactive to February 3, 2020, the date of his appointment. Ayes: All. Motion Carried.

OTHER ITEMS FROM COMMITTEE MEMBERS

Ms. Sagala has had communication with Mark Nottley concerning the cost of an updated wage survey. Ms. Sagala will hopefully have that amount for the March meeting. The Policy Committee has started discussion on performance evaluation.

Discussion concerning the Administrative Secretary performing the finance duty of accounts payable. This position will be starting to perform this function next week, temporarily for the next seven (7) pay cycles. Ms. Sagala would be creating a new job description including the account payable duties as well as performing oversight duties of being the County's Web Manager. Ms. Sagala asked to send the new job description directly to Mr. Nottley for review then to the full Board rather than the normal procedure of the new job description coming back to the Personnel Committee, then the full Board to approve sending it to Nottley and then back to Personnel Committee. Ms. Sagala was asked to bring something in writing with new duties drafted to the full Board at the February County Board meeting. Jill Nowak, County Clerk, noted that all departments will be doing their own department web management as it has become part of one's job over the years and wouldn't the oversight fall under IT. It was discussed that oversight of web management is different than IT. Ms. Goodman explained that we don't have an IT Department which normally web management would fall under along with phone services, copier and other IT services, etc. Ms. Nowak noted that e-filing in the courts will be here within the next two (2) years and there will be major needs for IT. Discussion continued as to the amount the County pays for IT services, Gracon and outside contractors to install wiring and IT drops etc. and that in this technology world we live in, the County does not yet have an IT Department. This is something the County needs to review and evaluate.

Moved by Goodman, seconded by Dontz to recommend a new job description, with new duties drafted in writing for the Administrative Secretary, be reviewed by the full County Board (instead of back to the Personnel Committee) at the February 2020 County Board Meeting and then sent to Nottley. Ayes: All. Motion Carried.

Ms. Sagala reported that there was a discrepancy of which group the Executive Administrative Assistant at the Sheriff's Department was in as this affects the retirement plan she would be under. Ms. Sagala reported that after research with MERS, the Executive Administrative Assistant at the Sheriff's Department was moved out of the Sheriff's Administrative Group and into the Executive Group with the retirement plan of 20/55 and 50% insurance coverage in retirement when Dale Kowalkowski was Sheriff. Sheriff Falk indicated that the current Executive Administrative Assistant said she should be in the Sheriff's Administrative Group which has the 25/50 plan. Ms. Sagala will continue to research minutes for the above-mentioned issue.

The meeting was adjourned at the Call of the Chair at 9:43 a.m.

Karen Goodman, Chairperson

ABSENT

Mark Bergstrom

Jeff Dontz