



Manistee County Courthouse  
415 Third Street • Manistee, Michigan 49660

**CLERK**

Lindsey Marquardt  
(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, August 5, 2022  
9:30 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**Minutes**

Members Present: Jeff Dontz and Karen Goodman, Chairperson

Members Absent: Eric Gustad

Others Present: Pat Heins, Court Administrator; Sheriff Brian Gutowski; Undersheriff Jason Torrey; Heather Vasquez, Equalization Director; Candice Swander; Mike Szokola, County Planning Director; Julie Griffis, HR Generalist; Lisa Sagala, County Administrator/Controller; Lindsey Marquardt, County Clerk.

The meeting was called to order at 9:30 a.m.

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

**PUBLIC COMMENT**

None.

**CERTIFIED ELECTRONIC OPERATOR/RECORDER/CLERICAL ASSISTANT POSITION**

Julie Griffis reviewed and presented the position grade placement for the Certified Electronic Operator/Recorder/Clerical Assistant Position. (APPENDIX A) Upon completion of the Certified Electronic Recorder (CER) certification, the position would move from a Court pay grade 1 to a pay grade 2.

**Moved by Goodman, seconded by Dontz to recommend approval of the Certified Electronic Operator/Recorder/Clerical Assistant position in Court pay grade 1. Ayes. All. Motion Carried.**

### **RECOMMENDATION FOR PA152**

Discussion regarding the County's option to opt out of PA 152 for FY 2022/23 was had. Employee contribution is currently at 11%.

**Moved by Goodman, seconded by Dontz to recommend approval that the County exercise its option to exempt itself from the requirements of the Publicly Funded Health Insurance Contribution Act (PA152) for FY 2022/23 for all Union Employees, Non-Union employees, Court Staff and Elected Officials. Ayes. All. Motion Carried.**

### **HEALTH INSURANCE RENEWALS**

Lisa Sagala informed the committee that there was a 6.59% increase in premiums. Lisa meet with 44 North and after meeting with Blue Cross, there was a reduction in premiums to 4.59%. Dental premiums also decreased. Priority Health did not provide a quote. A quote from McLaren and ASR were received, but they are small newer companies, and it is unsure if it is advantageous at this time to go with one of those companies.

**Moved by Dontz, seconded by Goodman to recommend acceptance of the health insurance renewal rates from Blue Cross Blue Shield as presented. Ayes. All. Motion Carried.**

### **WAGE INCREASES FOR FY 22/23**


Lisa Sagala presented options for wage increases for FY 2022/23. The current deficit is \$229,333, which will decrease by approximately \$30,000 with the decrease in health insurance premiums.

**Moved by Goodman, seconded by Dontz to recommend approval of 2.5% wage increase for FY 2022/23. Ayes. All. Motion Carried.**

### **OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 9:49 a.m.

  
Karen Goodman, Chairperson

ABSENT

Eric Gustad

  
Jeff Dantz

TABLE A  
 MANISTEE COUNTY  
 POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF JULY 27, 2022

Classification Reviewed:	1	#	2	3	4	#	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Certified Electronic Operator/Recorder/Clerical Assistant	197	a2	270	120	0	-	330	80	70	225	60	5	1357	4

*pay grade 1 - Courts*

**2022/23 COUNTY BUDGET OUTLINE**  
**Tuesday, July 29, 2022**

\$12,140,869	=	TOTAL GENERAL FUND REQUESTED REVENUES
\$12,859,888	=	TOTAL GENERAL FUND REQUESTED EXPENSES
<u>-\$719,019</u>	=	Surplus/(Deficit)
\$12,578,230	=	TOTAL RECOMMENDED REVENUES
\$12,807,563	=	TOTAL RECOMMENDED EXPENSES
<u>-\$229,333</u>	=	Surplus/(Deficit)

All wages are currently at a 0% wage increase, except for those individuals scheduled to receive a step increase or pursuant to a labor agreement or other contractual agreements (GEA/TPAM employees = 2%; POLC employees = 1%)

Not included in budget, but cost for Non-Union, Courts, and Elected Officials wage increase (includes fringe cost)

- 1% \$41,248
- 2% \$82,495
- 2.5% \$103,119
- 3% \$123,743
- 3.5% \$144,366
- 4% \$164,990
- 4.5% \$185,613
- 5% \$206,237