



Manistee County Courthouse
415 Third Street • Manistee, Michigan 49660

CLERK

Jill M. Nowak
(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

POLICY COMMITTEE MINUTES

Friday, December 17, 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: Julie Griffis, HR Generalist; Brian Gutowski, Sheriff; Jason Torrey, Undersheriff and Jill M. Nowak, County Clerk.

The meeting was called to Order at 2:30 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

None.

OLD BUSINESS

AUTHORIZATION TO RELEASE INFORMATION

Julie Griffis, HR Generalist, reviewed the revised Authorization to Release Information form (Appendix A) and noted changes such as Gender or Social Security number are not needed on the form to run criminal history checks. It was noticed that Race is still on the form, but Ms. Griffis noted that is not required for IChat. It was agreed to remove Race from the form. Jill Nowak, County Clerk asked for possibly an email address be added to

the form as well as verbiage to include a timeframe of how long the Authorization Form can be used for. Verbiage such as until vacancy is filled or this Authorization is valid up to six (6) months unless a request is submitted by the Applicant to rescind is received in writing, could be included on the form. Ms. Nowak will check on retention. Ms. Griffis will make the suggested changes and bring it back to the next meeting for review.

CONTINUED DISCUSSION REGARDING FOIA-SHERIFFS DEPARTMENT

Sheriff Gutowski receives numerous Freedom of Information Act (FOIA) requests. The Sheriff Office has their own FOIA policy which is similar to the County policy. However, they receive requests for videos which is very time consuming because it entails some redacting. The Sheriff would like to see that added into the Policy. The forms that the Sheriff Office uses are the same as the County but with the Sheriff's header on them. The Sheriff asked Ms. Nowak, about charging for FOIA requests. Ms. Nowak, County Clerk, stated that the County policy is the first half hour of work is free so by the time one figures out what is being requested, or if available on the computer, or if the information is available or not, that is usually about a half hour, and it doesn't pay to calculate time. If it is a large FOIA, Ms. Nowak charges for time. Ms. Nowak did suggest it would be more convenient if we could get fillable forms on the computer because now we have to print off the forms and put them in a typewriter.


Can there be an agency (County) policy and then a statement for the Sheriff's Office that they must follow their internal policy with additional restrictions. Sheriff Gutowski has his own basic FOIA Policy (mirrored from the MSP FOIA Policy) where he is the FOIA Coordinator. Then there is the County's policy that indicates Thomas Kaminski (needs to be changed) is the County FOIA Coordinator. Sheriff Gutowski will provide his FOIA Policy to Ms. Sagala and Ms. Griffis for their review and comments. It was suggested that the County website indicate that the Sheriff coordinates his own FOIA requests. If there are specific procedures to Departments or Offices that could be called an Addendum for that Department/Office. It was suggested maybe the Sheriff contact Lexipol who is the company that was contracted to write Sheriff policies and see what they suggest.

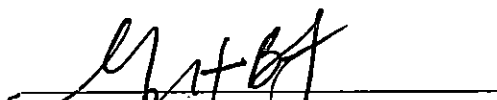
OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 2:51 p.m.


Karen Goodman, Chairperson


Nikki Koons


Margaret Batzer

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 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

_____, Notary Public

Dated: _____ County, Michigan

My Commission Expires: _____