



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 MINUTES

Wednesday, January 8, 2020
1:00 p.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Mark Bergstrom and Jeff Dontz

Members Absent: Karen Goodman, Chairperson

Others Present: Ken Falk, Sheriff; Brian Gutowski, Undersheriff; Lisa Sagala, Human Resources Manager/Assistant Administrator; David Kieft, Administrator/Controller; and Lindsey Marquardt, Chief Deputy Clerk

The meeting was called to order at 1:00 p.m. by Commissioner Dontz.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

Lisa Sagala requested that discussion regarding the new Undersheriff's wage be added to the agenda.

WAGE DETERMINATION FOR UNDERSHERIFF

Lisa Sagala presented the committee with the pay scale chart (Appendix B) regarding setting a wage for the new Undersheriff, Brian Gutowski. It was requested by Sheriff Falk to place the Undersheriff in at the wage that was currently being paid for that position at \$66,459.41. Discussion followed regarding placement of Undersheriff Gutowski within the current pay system.

Moved by Dontz, seconded by Bergstrom to recommend that Undersheriff Brian Gutowski be placed in Pay Grade, Step 7 (\$62,299.59), and that an evaluation occur in 6 months to reevaluate the Undersheriff's performance and compensation. Ayes. All. Motion Carried.

WAGE COMPENSATION STEP SYSTEM

Lisa Sagala has contacted Mark Nottley regarding proposed changes to the current pay scale system. Mr. Nottley has indicated that the County could use the current pay ranges and positions and change the current step pay system. The current step pay system could be converted using the current amounts to create a minimum, median and maximum for each pay grade. Wages would then be set using a performance evaluation every year to determine any possible wage increases for employees. Converting the current step process with the current positions would have no cost to the County. If the County was to complete a new salary survey, with updated job titles and job duties, that would come at a cost to the County. Mr. Nottley is currently working on a proposal for the cost of that project.

OTHER POST-EMPLOYMENT BENEFITS (OPEB)

Lisa Sagala brought before the committee the request to start discussions regarding the current Other Post-Employment Benefits. (OPEB) Ms. Sagala would like the committee and the Board to review the current benefits that are offered and discuss whether the County would like to continue with those current benefits or make some changes to what is offered.

SCHEDULE 2019 COMMITTEE MEETINGS

After review of the 2020 calendar (APPENDIX A), it was determined to hold Personnel Meetings on the first Friday of each month at 9 a.m., with the exception of July which will be held on July 10, 2020, the second Friday of the month. All meetings will be held in the County Board of Commissioners Room.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 2:45 p.m.

ABSENT

Karen Goodman, Chairperson

Mark Bergstrom, Commissioner

Jeff Dontz, Commissioner

APPENDIX A

2020

January

S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Appendix B

Non-Union & Non-Court - Per Nottley 2005 Study

- (Plus 2.5% for 2009-10)
- (Plus 0.0% for 2010-11)
- (Plus 0.0% for 2011-12)
- (Plus 0.0% for 2012-13)
- (Plus 2.0% for 2013-14)
- (Plus 1.0% for 2014-15)
- (Plus 1.0% for 2015-16)
- (Plus 2.0% for 2016-17)
- (Plus 2.0% for 2017-18)
- (Plus 2.0% for 2018-19)

Plus 2.25% for 2019-20

GRADE	MINIMUM 0 - 3	STEP 2 4 - 6	STEP 3 7 - 9	STEP 4 10 - 12	STEP 5 13 - 15	STEP 6 16 - 18	STEP 7 19 - 21	STEP 8 22 - 24	MAXIMUM 25+
HOURLY:									
1	\$11.94	\$12.38	\$12.84	\$13.28	\$13.73	\$14.18	\$14.63	\$15.07	\$15.52
2	\$14.03	\$14.55	\$15.08	\$15.61	\$16.13	\$16.65	\$17.18	\$17.71	\$18.23
3	\$15.08	\$15.65	\$16.20	\$16.78	\$17.36	\$17.92	\$18.47	\$19.04	\$19.60
4	\$15.45	\$16.05	\$16.62	\$17.18	\$17.79	\$18.37	\$18.94	\$19.51	\$20.07
5	\$16.22	\$16.84	\$17.45	\$18.05	\$18.65	\$19.28	\$19.89	\$20.48	\$21.10
6	\$17.45	\$18.10	\$18.77	\$19.42	\$20.05	\$20.73	\$21.36	\$22.04	\$22.69
7	\$19.62	\$20.37	\$21.10	\$21.83	\$22.57	\$23.31	\$24.05	\$24.78	\$25.51
8	\$20.60	\$21.37	\$22.17	\$22.93	\$23.71	\$24.46	\$25.25	\$26.02	\$26.79
9	\$22.68	\$23.53	\$24.36	\$25.23	\$26.07	\$26.91	\$27.77	\$28.62	\$29.49
10	\$26.07	\$27.06	\$28.03	\$29.01	\$29.98	\$30.97	\$31.95	\$32.91	\$33.90
11	\$29.98	\$31.11	\$32.24	\$33.36	\$34.50	\$35.61	\$36.72	\$37.86	\$38.98
12	\$30.73	\$31.88	\$33.04	\$34.18	\$35.35	\$36.50	\$37.64	\$38.81	\$39.94
13	\$37.64	\$39.05	\$40.46	\$41.87	\$43.31	\$44.71	\$46.12	\$47.54	\$48.95

SALARY:	1950								
1	\$23,290.80	\$24,149.35	\$25,029.91	\$25,888.45	\$26,769.01	\$27,649.57	\$28,530.13	\$29,388.68	\$30,269.24
2	\$27,363.39	\$28,376.03	\$29,410.69	\$30,445.35	\$31,457.99	\$32,470.64	\$33,505.29	\$34,539.95	\$35,552.60
3	\$29,410.69	\$30,511.39	\$31,590.08	\$32,712.79	\$33,857.52	\$34,936.20	\$36,014.89	\$37,137.60	\$38,216.29
4	\$30,137.15	\$31,303.90	\$32,404.59	\$33,505.29	\$34,694.05	\$35,816.76	\$36,939.48	\$38,040.18	\$39,140.88
5	\$31,634.11	\$32,844.87	\$34,033.63	\$35,200.37	\$36,367.11	\$37,599.90	\$38,788.65	\$39,933.38	\$41,144.15
6	\$34,033.63	\$35,288.43	\$36,609.27	\$37,864.06	\$39,096.85	\$40,417.69	\$41,650.47	\$42,971.31	\$44,248.12
7	\$38,260.32	\$39,713.24	\$41,144.15	\$42,575.06	\$44,005.97	\$45,458.89	\$46,889.80	\$48,320.71	\$49,751.62
8	\$40,175.53	\$41,672.49	\$43,235.48	\$44,710.42	\$46,229.38	\$47,704.32	\$49,245.30	\$50,742.25	\$52,239.20
9	\$44,226.11	\$45,877.16	\$47,506.19	\$49,201.27	\$50,830.31	\$52,481.35	\$54,154.42	\$55,805.47	\$57,500.54
10	\$50,830.31	\$52,767.54	\$54,660.74	\$56,575.96	\$58,469.16	\$60,384.38	\$62,299.59	\$64,170.78	\$66,108.02
11	\$58,469.16	\$60,670.56	\$62,871.96	\$65,051.34	\$67,274.76	\$69,432.13	\$71,611.51	\$73,834.93	\$76,014.31
12	\$59,922.08	\$62,167.51	\$64,434.95	\$66,658.37	\$68,925.81	\$71,171.23	\$73,394.65	\$75,684.10	\$77,885.50
13	\$73,394.65	\$76,146.40	\$78,898.14	\$81,649.89	\$84,445.67	\$87,175.40	\$89,927.15	\$92,700.92	\$95,452.67

undershuff

66,459.41

SALARY:	2080								
1	\$24,843.52	\$25,759.30	\$26,698.57	\$27,614.35	\$28,553.61	\$29,492.88	\$30,432.14	\$31,347.92	\$32,287.19
2	\$29,187.62	\$30,267.77	\$31,371.40	\$32,475.04	\$33,555.19	\$34,635.35	\$35,738.98	\$36,842.62	\$37,922.77
3	\$31,371.40	\$32,545.48	\$33,696.08	\$34,893.64	\$36,114.69	\$37,265.28	\$38,415.88	\$39,613.44	\$40,764.04
4	\$32,146.30	\$33,390.82	\$34,564.90	\$35,738.98	\$37,006.99	\$38,204.55	\$39,402.11	\$40,576.19	\$41,750.27
5	\$33,743.05	\$35,034.53	\$36,302.54	\$37,547.06	\$38,791.59	\$40,106.56	\$41,374.56	\$42,595.61	\$43,887.09
6	\$36,302.54	\$37,640.99	\$39,049.89	\$40,388.34	\$41,703.30	\$43,112.20	\$44,427.17	\$45,836.06	\$47,198.00
7	\$40,811.00	\$42,360.79	\$43,887.09	\$45,413.40	\$46,939.70	\$48,489.48	\$50,015.79	\$51,542.09	\$53,068.39
8	\$42,853.90	\$44,450.65	\$46,117.84	\$47,691.11	\$49,311.34	\$50,884.61	\$52,528.32	\$54,125.07	\$55,721.81
9	\$47,174.52	\$48,935.63	\$50,673.27	\$52,481.35	\$54,218.99	\$55,980.11	\$57,764.71	\$59,525.83	\$61,333.91
10	\$54,218.99	\$56,285.37	\$58,304.79	\$60,347.69	\$62,367.10	\$64,410.00	\$66,452.90	\$68,448.84	\$70,515.22
11	\$62,367.10	\$64,715.26	\$67,063.42	\$69,388.10	\$71,759.74	\$74,060.94	\$76,385.61	\$78,757.25	\$81,081.93
12	\$63,916.89	\$66,312.01	\$68,730.62	\$71,102.26	\$73,520.86	\$75,915.98	\$78,287.62	\$80,729.71	\$83,077.87
13	\$78,287.62	\$81,222.82	\$84,158.02	\$87,093.22	\$90,075.38	\$92,987.10	\$95,922.30	\$98,880.98	\$101,816.18