



# 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, 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

# Appendix A

## 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+
<b>HOURLY:</b>									
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

<b>SALARY: 1950</b>									
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

<b>SALARY: 2080</b>									
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