



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 NOTES**

Friday, March 25, 2022  
2:30 p.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

Members Present: Nikki Koons

Members Absent: Margaret Batzer and Karen Goodman, Chairperson

Others Present: Lisa Sagala, County Administrator/Controller; Julie Griffis, HR Generalist; Brian Gutowski, Sheriff; Mike Szokola, Planning Director; Melissa Andersen, Deputy County Clerk and Jill M. Nowak, County Clerk.

The meeting was not called to Order as there was not a quorum present.

A discussion was had regarding the PTO Policy. The new Policy was being worked on before Covid and the discussion is now being revived.

There are many employee departments (i.e., unions, courts, non-courts etc.) in the County and the PTO Policy may have to be individualized by divisions. Transitions from the current Vacation and Sick Time Policy to the new PTO Policy is still being researched. The Progressive Disciplinary Action was reviewed and briefly discussed.

Further discussion will take place at the April Policy Committee Meeting.