



CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

PERSONNEL COMMITTEE MEETING

Friday, October 2, 2020
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Jeff Dontz, Mark Bergstrom (remotely) and Karen Goodman, Chairperson

Members Absent: None

Others Present: Lisa Sagala, County Administrator/Controller; Sheriff Ken Falk; Undersheriff Brian Gutowski; Julie Schmeling, Administrative Assistant, Connie Krusniak, Friend of the Court; Jason Haag, County Prosecutor; Karen Feliczak, Deputy Circuit Court Administrator; Heather Vasquez, Equalization Director; Susan Zielinski, Finance Officer; Sam Sobaski, Appraiser; and Jill M. Nowak, Manistee County Clerk.

The County Board and its Committees are operating remotely and electronically by Zoom under Executive Order #2020-154 issued by Governor Gretchen Whitmer due to the COVID-19 pandemic.

The meeting was called to order at 9:00 a.m.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

CONTINUED DISCUSSION REGARDING TRANSFER OF CHILD SUPPORT DUTIES FROM THE PROSECUTOR'S OFFICE TO THE FRIEND OF THE COURT

Connie Krusniak, Friend of the Court, appeared before the Committee with a proposal for staffing and compensation for both the Friend of the Court and FOC offices (Appendix A). Ms. Krusniak proposed to increase the FOC Staff wages by \$1.00 per hour, per person (5) persons which equals approximately \$14,000. This is comparable to hiring an

employee at 15 hours per week at \$15 per hour x 52 weeks, totaling approximately \$11,000-\$12,000. The funding would be paid out of the 215 Fund which is dedicated to child support matters rather than under CRP, therefore there is no effect to the General Fund. There would be no affect to the Prosecutor's Office Staff as it would remain the same. Work in the FOC office will be redistributed among all employees. Both Jason Haag, Prosecutor and Ms. Krusniak believes this would be fair to all parties as this will require minimal training for FOC Staff. The FOC Staffing and wage would be re-evaluated next year. It was also pointed out that this time is a good opportunity to try this agreement as FOC's Show Cause docket does not exist as normal. Both offices believe this agreement will collect additional incentives. Mr. Haag will bill for his expenses and Ms. Krusniak will bill for her expenses and both will be reimbursed. The goal is to have this transfer of services be budget neutral for the General Budget in the 20/21 fiscal year. Judge Thompson has approved this agreement. Ms. Sagala, County Administrator/Controller, suggested that the \$1 per hour increase not be added to the base wage in this interim period. Then, when the agreement is re-evaluated in a year, the pay could be decreased or changed. This is a way to see if this arrangement works out without being tied to legacy costs. The idea of incentive pay was suggested. Ms. Krusniak stated that incentive pay is based on a formula with five (5) factors and Support Orders need to be ordered first. Mr. Haag believes that more money will be collected, and more families will be served in this collaborative effort.

Moved by Bergstrom, seconded by Dontz to recommend the proposal for staffing and compensation for both offices for the transfer of Child Support services from the PA Office to the FOC Office, is as follows: The PA office staffing will remain unchanged; the FOC office staffing will remain unchanged, the FOC Staff (5) will each receive a \$1 per hour but not added to the base wage in this interim period, the additional payroll expense of the FOC is not reimbursed under the CRP contract but rather be reimbursed from the 215 Fund – 20/21 fiscal year; Ms. Krusniak will conduct a time study during the 20/21 fiscal year to determine what the staffing needs are for this work, the FOC Staffing and wage issue will be revisited in the next budget cycle. Ayes: All. Motion Carried.

ADMINISTRATOR'S OFFICE OPEN POSITION

Ms. Sagala continues to work on the vacant Human Resources position in the Administrator's Office (Appendix B). Ms. Sagala would like to modify the position and redistribute some of the duties. The position would still require a Human Resources skill set and possibly an accounts payable skill set, leaning toward a HR Generalist position. The position would not include the Assistant Administrator title as some of those duties could be shifted to the Finance Officer. Therefore, Ms. Sagala is not ready to submit a Job Description for wage classification to Nottley yet as she continues to explore options with the vacant position.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 9:38 a.m.

Karen Goodman, Chairperson

Mark Bergstrom

Jeff Dontz

DRAFT

MEMORANDUM

To: Personnel Committee
From: Connie Krusniak, FOC
RE: Staffing and Wages for FOC/PA offices
Date: Thursday, October 01, 2020

The PA office and the FOC office have explored the possibility of transferring the Child Support services in the PA office to the FOC office. We believe we have reached an agreement on the transfer. The matter before the committee is the staffing for both offices, incident to the transfer of services.

The proposal for staffing and compensation for both offices is as follows:

The PA office staffing will remain unchanged.

The FOC office staffing will remain unchanged.

The FOC staff (5) will each receive a \$1 per hour ^{not added to base wage} pay increase.

The additional payroll expense of the FOC not reimbursed under the CRP contract will be reimbursed from the 215 Fund - 20/21 fiscal year

I will conduct a time study during the 20/21 fiscal year to determine what the staffing needs are for this work.

The FOC staffing and wage issue will be revisited in the next budget cycle.

The goal is to have this transfer of services be budget neutral for the General Budget in the 20/21 fiscal year.

I anticipate the FOC incentive payments will increase for the next fiscal year. I believe there is potential to collect more money under the CRP contract.

The 215 Fund is under the control of the Chief Judge and is dedicated to child support matters. This work and the transfer of services is consistent with the purpose of the Fund. Judge Thompson has agreed to this arrangement.

Thank you for your consideration.



JOB DESCRIPTION

TITLE: Human Resource Generalist
DEPARTMENT: Administration
REPORTS TO: Controller/Administrator
PAY GRADE:

SUMMARY

Under the supervision of the County Controller/Administrator, the Human Resource Generalist will run the daily functions of Human Resource (HR) in the Administrator's Office including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

EMPLOYMENT QUALIFICATIONS

REQUIRED

- Bachelor's Degree in Business Administration, Human Resources or related field, or its equivalent.
- Three years progressive human resource experience, including exposure to general personnel management issues, basic understanding of laws impacting personnel management, familiarity with employee benefit programs, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the job.
- Must possess a Valid Michigan Driver's License

SKILLS

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational and written communication skills
- Project management skills
- Excellent verbal and interpersonal communication skills

ABILITIES

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. In conjunction with the County Controller/Administrator, performs research and assists in preparing monthly Board Committee meeting agendas. Investigates various issues and compiles reports with the results and possible alternatives and recommended courses of action for Board Committee review. Attends Board Committee meetings and assists in carrying out directives and implementing policies of the Board related to research and policy development, personnel and employee relations. Assists the public, employees and elected officials in identifying, researching, and obtaining Board and administration data and reports.
2. In conjunction with the County Controller/Administrator, is responsible for the administration of all labor agreements within the County. Serves as an advisor to the departments on employee relations matters, interprets the various labor agreements. Represents the County with the County Controller/Administrator and the Personnel Committee in the grievance procedures and at administrative hearings regarding grievances and related matters. Works with legal counsel on litigated matters.
3. Works with the County Controller/Administrator as a member of the management team in labor contract negotiations. Collects input on bargaining issues and coordinates the bargaining team activities. Researches and prepares data on wages, fringes and other issues for the collective bargaining process.
4. Works with the County Controller/Administrator to make recommendations to the County Board regarding renewals related to all fringe benefits being offered to all County employees.
5. Responsible for all aspects of the open enrollment process for the County's fringe benefit program. Coordinates with all vendors to be onsite during open enrollment. Processes all the necessary paperwork to all effected personnel and departments.

6. Administers and coordinates the County's fringe benefit program, which includes the health insurance plans, dental insurance plan, life insurance plan, Section 125 Cafeteria Plan, short-term disability plan, and pension plan. Acts as the liaison between the County and the employees and the various insurance carriers and plan administrators. Researches and responds to questions regarding the employee's benefits according to applicable policies and various labor agreements. Responds to employee's questions regarding coverage under the various insurance plans. Interprets the billings of physicians, hospitals, and other providers and explains coverage issues, reimbursement procedures and other related insurance issues.
7. Administers the County's Job Classification and Salary Administration System, including the evaluation and reevaluation of jobs within the system, conducting tailored surveys, and making recommendations on appropriate pay grade assignments. Also conducts surveys related to compensation, employee benefits and labor relations issues. Completes surveys of wages and fringe benefits conducted by other organizations.
8. Administers the established personnel and employee relations programs of the County. Recommends changes to personnel policies and drafts policies related to the employment process and other aspects of human resources management. Maintains the official personnel records and determines appropriate documentation to be included. Develops, implements and maintains a database system of employee and personnel records. Maintains and computes all sick, vacation and personal day accumulations. Conducts new employee interviews to enroll all new employees on applicable fringe benefit programs and to familiarize them with various County policies and labor agreements. Maintains records for employee recognition presentation. Responsible for compliance with, and maintaining files and records for, immigration laws, COBRA laws, Blood borne Pathogens requirements and the Americans with Disabilities Act.
9. Coordinates the development of new County-wide policies. Drafts policies for the County Controller/Administrator and Board on areas such as purchasing, personnel, rules of procedure, and assists with the process to monitor and interpret approved policies. Provides assistance to the County Controller/Administrator and Committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, and contract negotiation.
10. Confers with department managers and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the County Controller/Administrator and Board. Advises departments of relevant Board and Committee action.
11. Administers and coordinates all Workers' Compensation disability claims. Completes all necessary forms and submits documentation to the third party administrator. Collects background information regarding each claim and works directly with the third party administrator on claims under investigation. Completes all reports for MIOSHA and other State and Federal regulatory agencies.

12. In conjunction with the County Controller/Administrator and Finance Officer, assists in the preparation of the County budget by computing salaries, fringe benefits, and miscellaneous training and equipment costs for each department. Maintains and completes all payroll update information as it occurs.
13. Assists the County Controller/Administrator with various projects as assigned.
14. Composes and types correspondence, independently or as directed, for own signature or that of the Controller/Administrator or Commissioners.
15. Assists walk-in visitors; answers inquiries and complaints from the public, employees, and various departments; provides requested information and explains departmental policies and procedures; refers requests to appropriate staff members and/or departments.
16. Sits on various Board Committees and Task Forces as assigned by the County Board Chairperson, including but not limited to, the Policy Committee and Security Task Force.

PHYSICAL REQUIREMENTS

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to work under extremely stressful conditions.
- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to access all County locations.
- Ability to travel to various locations to represent the interests of the County.

WORKING ENVIRONMENT

Works in office conditions.

- The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- The Employee agrees to follow all policies/procedures as set forth in Manistee County's Personnel Policy Manual.
- The Employee may and is encouraged to attend official conferences or meetings approved by the Employer and subject to budget limitations. All actual and reasonable travel and lodging expenses necessary to permit the Employee to attend such conferences or meetings shall be paid by the Employer.
- The Employer shall review and evaluate the performance of the Employee, in writing, on or before December 31 of each year of the term. The review and evaluation shall be in accordance with the Performance Evaluation Policy and based upon criteria adopted by the Employer. Criteria may be added or deleted as the Employer may from time to time determine, with notice to the Employee. The Employee shall have an opportunity to discuss his evaluation with the Employer. Annually, the Employer and the Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the County and in the attainment of the Employer's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.
- The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this document.

Employee _____ Date _____

Employer _____ Date _____
Lisa Sagala, Controller/Administrator

Job Description Approved:
Job Description Revised: