

TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY: Your County Personnel and Human Services Committee respectfully recommends the adoption of the following:

RESOLUTION

WHEREAS, the Berrien County Health Department (BCHD) has reviewed its current roles and responsibilities within the Health Departments Clinical team; and

WHEREAS, the scope of duties currently assigned to the clinical clerical staff has become more complex which requires clerical staff and nursing staff to have a more seamless interaction; and

WHEREAS, BCHD has identified a need to meet the demand in the Health Department due to the inability to recruit qualified nursing staff to assist in covering clinical responsibilities to continue to meet the needs of the community by creating a new Medical Assistant position, and

WHEREAS, this adjustment in the staffing complement will enable BCHD to respond more efficiently and timely to the needs of the clinic and allow for a more diverse staff person who will be able to do both the clerical duties and assist with nursing responsibilities combined; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Berrien County Board of Commissioners approves the following changes, effective on the dates noted below:

ADD

1 – Medical Assistant (1.0 FTE)
Union Grade 6

Effective Date: February, 2023

REMOVE

1 – Clinical Services Client Associate (1.0 FTE)
Union Grade 4 Position 0350
(currently vacant)


Effective Date: February, 2023

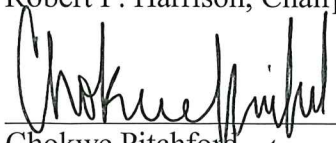
**Resolution endorsed by the
BERRIEN COUNTY BOARD OF HEALTH**


Kenneth J. Edwards, M.D., Chair

**RESPECTFULLY SUBMITTED,
BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**


Robert P. Harrison, Chairperson


Michael J. Majerek, Vice Chairperson


Chokwe Pitchford