

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the January 12, 2023, Personnel and Human Services Committee Meeting.

Meeting held in conference Room 4B of the County Administration Center. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
Bob Harrison	X		Guy Miller, Annette Christie, Teri Freehling
Michael Majerek	X		Brian Dissette
Chokwe Pitchford	X		Nick Gunnr
			Shelley Jasper

COUNTY ADMINISTRATION

- o Meeting called to order at 9:26 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Majerek, supported by Commissioner Pitchford to approve the minutes from January 5, 2023 as presented. 3 yeas, 0 nays, Motion carried.
- o Motion by Commissioner Pitchford, supported by Commissioner Majerek to approve the following advanced step hire requests: (3 yeas, 0 nays, motion carried)
 - o Health Department, Abigail Schaefer, Program Support Specialist, grade 5, step 4, \$36,816
 - o Health Department, Marla McDowell, Public Health Nurse II, grade 9, step 4 \$53,904
 - o County Clerk, Deputy Elections Clerk, grade 4, step 4 \$33,470 (Clerk requested that name be withheld pending notification to applicant)
- o Motion by Commissioner Pitchford, supported by Commissioner Majerek, to approve the monthly pension refunds/rollovers as presented. 3 yeas, 0 nays, motion carried.
- o The following Resolutions were reviewed, discussed and signed by all Committee members:
 - o P2301001, December 2022 Per diems totaling \$5275.64
 - o P2301117, authorize grant application submission for new beach wheelchair (Berrien Community Foundation)
 - o P2301121, Approve agreement with Orchard Hill Landfill to provide recycling drop-off station
 - o P2301118, Approve MSUE FY2023 work plan
- o Executive Staff Assistant Annette Christie joined the Committee to discuss a board attendance issue that the Mental Health Board requested assistance with. The Open Meetings Act does not currently allow for full participation via ZOOM (including voting). A member will be in violation of the Affirmation of Understanding signed when he was appointed to the Mental Health Board due to travel planned until May. PHSC consensus was to write the Board member a letter and advise him of the problem and allow him to either arrange for travel later so he does not miss three consecutive meetings or to resign.

HEALTH DEPARTMENT

Health Officer Guy Miller provided an update regarding Benton Harbor's water supply. He discussed the State's focus change and renewed emphasis on water filters. Guy is excited to be working with Mary Kushion as authorized by Resolution P2301110. He would like to develop a strategic plan for not only the Health Department as a whole, but also Divisions such as Environmental Health and the Clinical area. Guy also mentioned that a Resolution will be forthcoming to accept a \$4000 grant from the State to be used for staff enrichment. No County match is required for that grant. Finally, Guy discussed the media coverage regarding illicit drugs being contaminated with Zylazine.

CHAIRMAN OF THE BOARD/ADMINISTRATOR

Administrator Dissette said he is working on a change order to allow for additional soil analysis for the 911 tower at different sites. He also mentioned that the Executive Committee (formerly known as the Committee on Committees) need to meet to provide guidance on how best to handle the vacancy in the Chief Public Defender classification.

Vice Chair Teri Freehling reviewed the consent calendar and asked if anyone had questions or concerns.

Adjourned 10:26 a.m.

Respectfully submitted,

Shelley Jasper,
Human Resources Director