

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the February 9, 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		Annette Christie, Brian Dissette
Michael Majerek	X		
Chokwe Pitchford	X		
			Shelley Jasper

**COUNTY ADMINISTRATION**

- o Meeting called to order at 9:18 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Pitchford, supported by Commissioner Majerek to approve the minutes from February 2, 2023 as presented. 3 years, 0 nays, Motion carried.
- o The following Resolutions were reviewed and signed by all Committee members:
  - o Resolution P2302138, a Resolution to approve a modified consulting contract with Mary Kushion Consulting LLC; total fee is now \$15,860
  - o P2302139, a Resolution to amend the Health Department’s fee schedule
  - o P2302002, a Resolution to approve the January per diems totaling \$5,159.00
- o Motion by Commissioner Pitchford, supported by Commissioner Majerek to approve the monthly pension refund/rollover requests as submitted. 3 years, 0 nays, Motion carried.
- o Motion by Commissioner Majerek, supported by Commissioner Pitchford to approve the advanced step hire request for Health Department Sanitarian Brandon Reith, grade 8, step 3, annualized salary of \$47,117.
- o Commissioner/Board appointee mileage discussion: as a follow up to last week’s discussion of the taxation of mileage reimbursement to reach the normal work location, the Committee reviewed several options as presented by Executive Staff Assistant Annette Christie. The options discussed included:
  - o Continue to pay mileage and recognize that all mileage is to be considered taxable income
  - o Stop paying mileage
  - o Stop paying mileage and create a new per diem rate of \$82.50 to “offset” the loss of mileage to reach the County Administration Center
  - o Adjust the second meeting per diem rate

After much discussion, the consensus of PHSC was to continue to pay mileage but have all mileage paid to Commissioners and Board appointees be considered taxable income. This recommendation will be provided to the Full Board.
- o Discussion regarding the recent memo from the State Court Administrator’s Office and the Juneteenth holiday designation continued. The Committee discussed the best way to honor the significance of the date. Discussion will continue next week.

**CHAIRMAN OF THE BOARD/ADMINISTRATOR**

Administrator Dissette advised that the Parks Department SPARK Grant application has been successfully considered by the State. The County will be awarded approximately \$850,000 for a new playground equipment at Silver Beach. Parks & Recreation Director Jill Adams will be invited to attend this morning’s Board Meeting to announce the details.

Adjourned 10:25 a.m.

Respectfully submitted,

Shelley Jasper,  
Human Resources Director