

## BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the March 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, Mac Elliott
Michael Majerek	X		Guy Miller, Thaddeus Hackworth
Chokwe Pitchford	X		
			Shelley Jasper

### COUNTY ADMINISTRATION

- o Meeting called to order at 9:17 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Majerek, supported by Commissioner Pitchford to approve the minutes from March 2, 2023 as presented. 3 years, 0 nays, Motion carried.
- o The following two Resolutions were reviewed, discussed and signed by all Committee members:
  - o P2303003, February Per Diems \$6,763.73
  - o P2303161, Appoint Scott Sanford as Chief Public Defender
- o Motion by Commissioner Pitchford, supported by Commissioner Majerek, to approve the monthly pension refund/rollover requests. 3 years, 0 nays, motion carried.
- o Motion by Commissioner Pitchford, supported by Commissioner Majerek, to approve the following two advanced step hire requests:
  - o Health Department Nicole Ballard, Client Service Customer Associate, grade 4 step 4, \$33,470
  - o Prosecutor's Office; Michael Murphy, APA I, grade 11, step 6 \$75,787.3 years, 0 nays, motion carried.
- o Annette Christie, Executive Assistant to the Administrator, discussed the Board appointments for the Workforce Development Board and the Health Board. Committee consensus was to recommend the reappointments as shown below:
  - o Raymond Matejczyk, Health Board
  - o Trevor Kubatzke and Robert Kara, Workforce Development Board
- o Discussion ensued regarding the taxability of mileage for Board Members. Commissioner Harrison stated that whatever was decided needed to be clear and easily understood. He saw three choices:
  - o Higher Per Diem Rate to offset any future payment of mileage
  - o Continuing to pay mileage, but make the status taxable
  - o Make all mileage for Board Members taxable

Corporate Counsel Hackworth stated that traveling in the course of employment is reimbursable and not taxable but commuting from home to work is not reimbursable and if paid should be a taxable event. Chairman Elliott said he reviewed the IRS guidelines and saw no compelling reason to change any current practice. He further stated that Commissioner's homes constitute their office and therefore traveling to the Administration Center or another meeting location would not be considered commuting to work. Administrator Dissette stated that he will bring the revised travel policy re-write forward with notation that Board members are exempt from the mileage portion of the policy.

### HEALTH DEPARTMENT

Health Officer Guy Miller presented and discussed the following Resolutions, which were signed by all Committee members:

#### **Resolution P2303149, Patagonia Health Contract Renewal**

Berrien County Health Department (BCHD) utilizes electronic health record (EHR) Software for clinical health services to track and store client data, clinical appointment charts, and other health information. BCHD wishes to renew the subscription agreement (approved under P1703130) with Patagonia Health to maintain the EHR product over a 5-year term with a first year annual fee of \$50,608.80, increasing annually at a minimum rate of 4% or CPI. Additionally, BCHD is adding to the agreement a subscription for a patient ID scanner with an annual fee of \$3,168.00, also increasing annually at a minimum rate of 4% or CPI, for a concurrent term of five years. This agreement renewal date is April 1st, 2023 through March 31st, 2028.

**Resolution P2303150, LARA MI Medical Marijuana Grant Funding**

Berrien County Health Department (BCHD) applied for funding from the Department of Licensing and Regulatory Affairs (LARA), for the education, communication, and outreach regarding the Michigan Medical Marijuana Act. Berrien County Health Department wishes to accept the grant funds of \$48,142 for the grant period January 1, 2023 to September 15, 2023, to be used for the continuation of an educational prevention campaign started in FY2022 regarding medical marijuana, aimed at key target audiences to include youth and pregnant women. The grant money is distributed proportionately based on the number of registry identification cards issued to or renewed for the residents of each county, Berrien County currently has 2,089 patient registry cards issued and/or renewed.

**Resolution P2303151, Vision, Mission, Services, and Goals (VMSG)**

VMSG is a Public Health Performance management system that allows for information and data tracking across teams and allows for efficiency in managing collaborative projects and works. Additionally this tool allows for tracking performance metrics and will assist in maintaining the required information needed for accreditation from the state. This tool would benefit the department by allowing for grant management, manual and policy organization, however would be immediately utilized to support performance management in preparation for Accreditation. The department has emergent need to have more streamlined processes in place to ensure a versatile and user friendly program that allows for consistent monitoring of work performance in order to determine how we can best serve and adapt to the changing needs of the community. VMSG is a cloud based subscription service, and provides extensive technical assistance, initial operational plan development assistance and also includes unlimited training. The total cost for 12 months of use is \$3,500.00, this expense will be covered in the 2023 Budget.

**Resolution P2303152, Environmental Health 2023 Fee Schedule.** Berrien County Health Department (BCHD) on behalf of Berrien County provides services authorized or required to be performed under MCL 333.2444 by the local health department that are necessary or desirable to protect public health and the environment and to that end, establishes and sets fees for certain program services. The payments of such fees contribute to the county and BCHD's ability to cover some of its costs to perform these services and activities for the public good. The schedule of Environmental Health (EH) fees was addressed separately as part of the annual review of BCHD fees and as a result of the fee review and the costs of performing EH services BCHD has determined that it is necessary to adjust the fees for certain items and services in a fiscally responsible manner. The Board of Health endorses the acceptance of this schedule of Environmental Health fees and requests approval of the proposed fee schedule, effective on the date accepted by the Berrien County Board of Commissioners.

**Resolution P2303153, Medical Assistant Classification added to Complement**

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

**CHAIRMAN OF THE BOARD/ADMINISTRATOR**

Administrator Dissette shared a copy of a press release regarding the appointment of Scott Sanford and advised that it is becoming increasingly difficult to obtain qualified bidders for construction projects.

Adjourned 10:21 a.m.

Respectfully submitted,

Shelley Jasper,  
Human Resources Director