

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the March 16, 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, Jill Adams, Mac Elliott
Michael Majerek	X		
Chokwe Pitchford		X	
			Shelley Jasper

COUNTY ADMINISTRATION

- o Meeting called to order at 9:06 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Majerek, supported by Commissioner Harrison to approve the minutes from March 9, 2023 as presented. 2 years, 0 nays, 1 absent, Motion carried.
- o The following Resolution was reviewed, discussed and signed by all Committee members:
 - o P2303165, Double Up Food Bucks for the BH Farmer's Market sponsored by the Health Dept.
- o Motion by Commissioner Majerek, supported by Commissioner Harrison, to approve the following advanced step hire request:
 - o Health Department Sarah Younker, Public Health Nutritionist II, grade 9, step 4 \$53,904. 2 years, 0 nays, 1 absent, motion carried.
- o Motion by Commissioner Majerek, supported by Commissioner Harrison to approve the military time credited service purchase (3 years 11 months) by Nicholas VonKoenig. 2 years, 0 nays, 1 absent, motion carried.
- o Annette Christie, Executive Assistant to the Administrator, discussed Resolution P2303143 and the associated Travel Request and Expense Policy (ADM 6050). Annette went through the policy re-write and highlighted all proposed changes and the rationale associated the suggested changes. She also reviewed all corresponding travel forms referenced in the policy. Commissioner Harrison asked that she prepare a written summary of the proposed changes for the Board. Annette then sought guidance from PHSC related to necessary changes to the per diem policy changes. Commissioner Harrison stated that PHS will review a list of the Committees/Boards that have more than one Commissioner member.

PARKS & RECREATION DEPARTMENT

Jill Adams, Parks and Recreation Director presented Resolution P2303164, a Resolution to apply for the MDNR Recreation Passport Grant for improvements to the nearly 40 year old, wooden River Shelter rental facility and immediate surrounding area at Madeline Bertrand County Park. Total project cost is \$200,000 - Recreation Passport Grant covering \$150,000 and Parks Budget to cover \$50,000. Michigan Recreation Passport Grant funds come from Recreation Passport revenue deposited in the Local Parks and Recreation Facilities Fund. Funds can be used for development of public recreation facilities, both new and renovation of old facilities. Other monthly highlights included:

Galien River County Park – Marketing Partnership: A new program will be introduced at Galien River County Park modeled after the marketing Partnership program at Silver Beach County Park. This program will help create revenues to be used for park upkeep and maintenance, as well as matching funds for future grants at this park.

COMMUNITY SURVEY RESULTS

- Visitors in 2021 = 44,637
- Visitors in 2022 = 39,861
- Busiest Week 7/25/22 = 2,419 Visitors
- Average length of stay = 35 Minutes
- Busiest Time of Day = Noon - 3 p.m.
- Top Visitor Zip Codes
 - New Buffalo, MI
 - Michigan City, IN
 - La Porte, IN
 - Chicago, IL;
 - Saint Joseph, MI

Capital Needs and Operations Overview

Abonmarche discussed with the Park Commission at last night's meeting about the capital needs and operations overview study that they conducted at County buildings. A bus tour of the County Park facilities is being planned. Abonmarche will be sitting down with the Parks Department Team at the annual Employee Training later this month to discuss specific project priorities, funding sources, and long term planning.

CHAIRMAN OF THE BOARD/ADMINISTRATOR

Chairman Elliott reviewed the consent calendar.

Adjourned 10:28 a.m.

Respectfully submitted,

Shelley Jasper,
Human Resources Director