

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the July 14, 2022 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		Candi Gabrielse, Lisa Ankenbruck, Annette
Michael Majerek	X		Christie, Melissa Clapper
Rayonte Bell	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- o Meeting called to order at 9:26 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Bell, supported by Commissioner Majerek to approve the minutes of June 23, 2022 as presented. 3 yeas, 0 nays Motion carried.
- o The following Resolutions were reviewed, discussed and signed by all Committee members:
 - o P2207007, June Per Diems \$5607.48
 - o P2207303, authorize Historical Association window sale
 - o P2207314, Sheriff’s Office complement change
- o Motion by Commissioner Bell, supported by Commissioner Majerek to approve the quarterly retirements as presented. 3 yeas, 0 nays, motion carried.
- o Motion by Commissioner Bell, supported by Commissioner Majerek to approve the following advanced step hire request from the Information Systems Department, 3 yeas, 0 nays, motion carried.
 - o William Kulich, Infrastructure and Security Manager, annualized salary of \$93,485.
- o College Course Reimbursement (CCR): The Committee reviewed and discussed the CCR comparison document and recommended some changes to the County’s current outdated policy. The consensus would be that PHSC would lobby for funding of the program during budget prep for an effective date of 01/01/2023. A revised policy and associated forms will be prepared and reviewed during a subsequent PHSC meeting in advance of the budget hearings.
- o Annette Christie reviewed a Mental Health Board member request to attend meetings via ZOOM during the course of an illness. Annette informed the Committee that the request was accompanied by medical documentation and has been reviewed by Corporate Counsel. The consensus of PHSC Members was to grant the request.
- o Annette Christie also presented applications for the vacancy on the Southwest Michigan Planning Commission. The Committee recommends the appointment of Ashley Slack. Annette advised that she will prepare that recommendation for Full Board consideration.

HEALTH DEPARTMENT

Candi Gabrielse, Deputy Health Officer, presented and discussed the \$1000 funding request from the Berrien Community Foundation for the donation to Carol’s Hope. Motion by Commissioner Majerek, supported by Commissioner Bell to approve the funding request. 3 yeas, 0 nays, motion carried. Commissioner Harrison, as Chair of PHSC, signed the Berrien Community Foundation Funding release form.

The following Resolutions were introduced, discussed and signed by all three Committee members:

- P2207126, a Resolution to add a Business Analyst position to the finance section of the Health Department. Health Business Manager Lisa Ankenbruck provided the rationale and confirmed the Health Department has adequate funding for this position.
- P2207296, a Resolution to approve the Comprehensive Planning and Budgeting Agreement (CPBA) with the State. The initial total will be \$3,150,307. The Resolution details the funding for the various service areas.
- P2207297, a Resolution to approve the State Emerging Threats for Local Health Department FY2022-2023 funding. That funding will total \$2,356,184. The Resolution details the funding for the various programs.

Candi reminded the Committee of the Fathers in the Park outing taking place on July 29. The event was organized by Charles Patterson, the Teen Parenting Manager within the Health Department’s MIAPP program.

Candi also mentioned that August 1 and August 3 will be the back to school bash at the Benton Harbor and Niles Health Department locations.

ADMINISTRATOR/CHAIRMAN

Vice Chair Teri Freehling reviewed the Board agenda with the Committee.

Adjourned 10:15 a.m.

Respectfully submitted,

Shelley Jasper, Human Resources Director