

**Berrien County Board of Commissioners
Committee of the Whole Minutes
January 17, 2019**

CALL TO ORDER:

Chairperson Elliott called the meeting to order at 8:35 A.M. in the Board of Commissioners' Room at the Berrien County Administration Center in St. Joseph, Michigan.

ROLL CALL:

The Chair instructed the Clerk to call the roll with the following results:

12 PRESENT: Bill Chickering, Jim Curran, Teri Freehling, Bob Harrison, Chris Heugel, Jon Hinkelman, Mike Majerek, Don Meeks, Ezra Scott, David Vollrath, Mamie Yarbrough (arrived at 8:39 A.M.) and R. McKinley Elliott.

APPROVAL OF MINUTES:

Commissioner Majerek moved, seconded by Commissioner Meeks, to approve the Committee of the Whole minutes of January 10, 2019. Motion carried, no nays.

REQUISITION REVIEW

- Annette Christie presented the requisitions for the Board's review.
- Discussion was held regarding the process of gathering and disbursement of requisitions to the Board. Administrator Wolf explained the process. Commissioner Scott stated that it is a violation of the Board's By Laws when requisitions are not received until Wednesday evening; Commissioner Scott then stated that the Board should be following their By Laws and not be violating their own By Laws.

PUBLIC COMMENTS: None.

SCHEDULED DISCUSSION: Administrator Bill Wolf presented a Power Point Presentation.

- Administrator Wolf reviewed the I/S Director's revised job description. This will be posted on Monday on the website, professional publications, etc.
- Community Development Director Dan Fette gave a CMAQ (Congested Mitigation and Air Quality) Funding Update. This is a federal program that was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief. At yesterday's meeting, the CMAQ Committee (along with municipal representation) approved projects for 2021, 2022 and 2023.
- Under Sheriff Chuck Heit reported that the Sheriff's Department is working on an open investigation into the Brant and Dix Drain #060 – Illicit Discharge Inspection. The Sheriff's Department does not publically discuss any open investigations. Corporate Counsel McGovern recommended that the Board should not publically discuss this issue until the investigation is closed.
- Administrator Wolf reviewed the Night Meeting schedule and locations:
 - April 4 – 1839 Courthouse
 - May 2 – St. Joseph/Lincoln Senior Center

June 6 – MSU Extension

July 11 – Niles District Library

August 1 – Buchanan Senior Center

September 5 – County Conference Center (Health Dept. Building)

October 3 – County Administration Building

- Administrator Wolf reviewed the Orientation and Long Range Planning schedule and process.
 - Orientation will be held through the use of Overviews and Tours to familiarize commissioners with the locations, purposes, and general conditions of major County Facilities. These activities will provide all of the Commissioners with an opportunity to interact with the countywide election officials, department heads, and staff at these locations, and hear about their departmental operations and challenges “in situ”.
 - Long Range Planning begins. This will provide the elected officials and department heads an opportunity to present their long range plans (goals) in a classroom-type environment to the Commissioners and then allow the Commissioners to insert their own thoughts and ideas into the Long Range Plan regarding County priorities for 2019-2020.
 - Once the Orientation and Long Range Planning Process is completed, the staff will assemble the missions, organization charts, and long range planning objectives of the departments into a draft document to be presented to the Board of Commissioners.
 - The Chair/Board of Commissioners will then determine the strategic planning process it would like to utilize to develop the Strategic Plan. This plan will then be developed by the Board and/or Staff to define the objectives and actions necessary to achieve the goals spelled out in the long range plan.

OTHER BUSINESS:

Chairperson Elliott and Commissioner Yarbrough (Chaplain) had previously discussed holding the invocation on a weekly basis rather than just monthly. It was a Board consensus to hold weekly invocations. Chairperson Elliott suggested that each commissioner take a turn saying the invocation. Commissioner Yarbrough encouraged Commissioners to find a local pastor to lead the invocation if a night meeting is held in their district. Discussion was held as to the legality of Commissioners giving the invocation. Corporate Council McGovern stated there is not an issue as long as the public is not coerced into participating in the invocation. It was also suggested to keep the invocation general and not directed at a certain group of people.

ANNOUNCEMENTS: None.

ADJOURNMENT: Meeting adjourned at 9:17 A.M.

R. McKinley Elliott, Chairperson

Diane Mensinger, Chief Deputy Clerk

Minutes are to be approved at the full board meeting on January 24, 2019.