

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the April 18, 2019 Personnel and Human Services Committee Meeting.

Meeting held in Conference Room 4B. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
William Chickering		X	Bill Wolf, Brian Bailey, Nicki Britten
Teri Sue Freehling	X		Michael Hoyh, Jerry Edwards
Dave Vollrath	X		
			Shelley Jasper

**COUNTY ADMINISTRATION**

- Meeting called to order at 9:21 a.m.
- Motion by Commissioner Freehling, supported by Commissioner Vollrath, to approve the minutes of the April 11, 2019 meeting. 2 yeas, 0 nays, 1 absent, motion carried.
- Motion by Commissioner Freehling, supported by Commissioner Vollrath to approve the following advanced step hire requests. 2 yeas, 0 nays, 1 absent, motion carried.
  - Family Division – Deputy Register: Marie Robinson, grade 4 step 3 annualized salary of \$32,586
  - Health Department – Clinical Services Client Associate: Elisha Williams, grade 3, step 3 annualized salary of \$26,635
  - Drain Office – Chief Deputy Drain Commissioner: Susan Herrmann, grade 7 step 2 annualized salary of \$38,771; eligible to advance to step 4 when certifications are attained.
- Resolution P1904219, a Resolution to approve a complement change for the I/S Department was reviewed and signed by all Committee members present.

**HEALTH DEPARTMENT**

Health Officer Nicki Britten presented and discussed the following Resolutions, which were signed by all Committee members present:

**Resolution P1904201**

*Title:* Double Up Food Bucks-Fair Food Network

*Type of Resolution:* Grant Award

*Financial Implication:* Increase of \$300

*Main Points:*

BCHD operates the weekly Benton Harbor Farmers Market (BHFM) with a goal of increasing residents’ fruit and vegetable consumption, especially among lower income households. BHFM provides eligible patrons with the opportunity to maximize their SNAP benefits spending potential through the matching program, Double Up Food Bucks, facilitated by the Fair Food Network. Fair Food Network has awarded BCHD grant funds to continue providing the Double Up Food Bucks program at the Benton Harbor Farmers Market in 2019. Funding for this grant agreement is in the amount of \$300; \$524 are carried over from 2018 program year with a grand total of \$824 available for the time period of April 1, 2019 through March 31, 2020 to be used to match purchases made by customers at the Benton Harbor Farmers Market who are purchasing items using their SNAP benefits.

**Resolution P1904204**

*Title:* Be Healthy Berrien-United Way of Southwest MI

*Type of Resolution:* Contract Agreement

*Financial Implication:* \$13,650 expense, \$13,650 in-kind revenue for grant match

*Main Points:*

BCHD is the recipient of a grant from the Michigan Department of Health and Human Services (MDHHS) for support of a project under the Michigan Health and Wellness 4X4 Plan to implement policy, systems, and environmental changes to impact nutrition and physical activity (approved under Resolution P1811365). The approved work plan included partnership from the Be Health Berrien, United Way of Southwest Michigan to assist with planning efforts in the expansion of the Indiana-Michigan River Valley Trail from Niles to Berrien Springs via the Interurban Rail Line corridor. BCHD wishes to enter into a partnership agreement with Be Health Berrien, United Way of Southwest Michigan with a contract total of \$27,300. United Way of Southwest Michigan will cover one half of this total in the amount of \$13,650 to match the total costs of this agreement to BCHD. The total cost to BCHD will be \$13,650, during an agreement period of January 1, 2019 through September 30<sup>th</sup>, 2019 to provide support for planning, coordination & project implementation efforts related to the proposed expansion of the Indiana-Michigan River Valley Trail.

### **Resolution P1904221**

*Title:* Michigan Health Endowment Fund Grant Application

*Type of Resolution:* Grant Application Request

*Financial Implication:* Potential grant award of up to \$500,000 over two years

*Main Points:*

The Michigan Health Endowment Fund (MHEF) is accepting applications for grant projects focused on behavioral health initiatives including activities related to prevention of substance abuse. BCHD desires to apply for \$500,000 over two years (September 1, 2019-August 31, 2021) to support activities such as substance abuse prevention education and capacity building in schools and community settings and addressing root causes that lead to underage drinking, marijuana use, and opioid abuse among youth in Berrien County.

### **Resolution P1904223**

*Title:* Complement Change: Prevention Supervisor

*Type of Resolution:* Position Change

*Financial Implication:* None

*Main Points:*

BCHD has a team focused on substance abuse prevention activities that is overseen by a Prevention Supervisor. There is a need to broaden these activities to more explicitly address root causes of substance abuse to include prevention and mitigation of Adverse Childhood Experiences (ACEs) and trauma, building community and family resilience factors, and primary prevention of mental health issues at the population level. After assessment, BCHD has determined it is necessary to broaden the title and scope of responsibilities for the supervisor overseeing this work in a manner that has no budgetary impact. The following complement change is requested:

**ADD:**

1- Public Health Promotion and Prevention Supervisor  
(1.0 FTE)  
Non-Union Grade 10

**DELETE:**

1-Prevention Supervisor  
(1.0 FTE)  
Non-Union Grade 10

Nicki also provided the following monthly highlights:

- Community Resiliency Series handout
- Day at the Capitol – Gillian Conrad and Courtney Davis met with legislators to further the cause of public health in Berrien County.
- Measles outbreak update – no reported cases in Berrien County

Commissioner Freehling complimented the Hearing & Vision division of the Health Department for a well done presentation to the Baroda Lions Club.

### **PARKS & RECREATION**

Parks and Recreation Director Brian Bailey advised that he was contacted by the Sandridge Disc Golf Club regarding a private tournament proposed for Madeline Bertrand. The Committee was supportive of hosting the event and approved the closure of the course to the public during the event. Brian will provide further details once the event date is established.

Brian also discussed the request from Bike Michiana to once again sponsor an event at Love Creek. Based upon previous feedback regarding last year's event, the Committee approved allowing the event again this year.

### **ADMINISTRATOR/CHAIRMAN**

Bill responded to questions regarding the vendor status of the classification and compensation study and the contract with the Historical Association.

Adjourned 10:23 a.m.

Respectfully submitted,

Shelley Jasper  
Human Resources Director