

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the June 27, 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		Mac Elliott, Brian Bailey, Chuck Heit
Teri Sue Freehling	X		Paul Bailey, Bill Wolf, Lee Lull
Dave Vollrath	X		John Matuzak, Melissa Clapper
			Shelley Jasper

**COUNTY ADMINISTRATION**

- Meeting called to order at 9:16 a.m.
- Motion by Commissioner Vollrath, supported by Commissioner Freehling to approve the minutes of June 20 as presented. 3 yeas, 0 nays, motion carried.
- Motion by Commissioner Vollrath, supported by Commissioner Freehling to approve the advanced step hire request for Health Department employee Karah Lawrence-Harris. Ms. Lawrence-Harris will be hired as a Public Health Nurse at grade 9, step 2, annualized salary of \$45,372. 3 yeas, 0 nays, motion carried.
- The advanced step hire request for Prosecutor’s Office Legal Secretary Amy Parnell was reviewed and further discussed. The Committee consensus was to approve grade 4, step 2 placement, rather than step 3 as requested by the Prosecutor.
- Motion by Commissioner Vollrath, supported by Commissioner Freehling to approve the buy-back of prior Berrien County credited service for Donna Payne. 3 yeas, 0 nays, motion carried.

**PARKS & RECREATION**

Parks & Recreation Director Brian Bailey distributed the summer edition of Parks Newsletter. Brian reported that revenue collection is down \$31,805 when compared to 05/31/2018 revenues. He attributes this to the weather. He said the recycling event held recently in New Buffalo served 231 vehicles and netted \$561 in donations. Brian also shared that there will be a public meeting on August 21 at the New Buffalo Township hall regarding the Parks five year plan (2020-2024).

Brian then provided the following park specific highlights:

Love Creek: Lamanda Hilty will begin as a full time Naturalist on June 28. Parks staff will make a presentation to the Berrien Township trustees on July 9 regarding the DNR prescribed burn for the Indian Bowl preserve. The Park recently received a donation of eight adult and six children’s mountain bikes. The Lake Milton Raptor Center will present a Birds of Prey program on July 13, 2019.

Madeline Bertrand: Revenue from disc golf doing well; cement pad for picnic tables has been bid and the project is scheduled for completion mid-July; Disc Golf Tournament scheduled for July 13; The park will host a PDGA sponsored disc golf tournament on October 12.

Silver Beach: orientation and various trainings, including mock drowning drills, for seasonal employees have taken place; special events are scheduled every weekend beginning now and continuing through August 10.

Galien River: park is now open – Sheriff’s Office staff open and close he park each day.

Rocky Gap: park is now open – there have been multiple major clean ups due to material washing up on shore after storms.

Paw Paw River: DNR tour completed June 20 in response to a MNRTF grant application submitted to purchase adjacent property.

1839 Courthouse: the management agreement has been signed.

**SHERIFF’S OFFICE**

Sheriff Paul Bailey and Undersheriff Chuck Heit explained the request for an additional Records Clerk position to be assigned to the Jail, specifically the female jail intake area. The Committee reviewed and signed Resolution P1907266, to authorize the addition to the complement.

**VETERAN’S SERVICES**

Lee Lull, Veteran’s Affairs Administrator, reminded the Committee that in February an \$89,073 grant was received from the Michigan Veteran’s Affairs Agency. Lee was notified that an additional \$5,000 was offered to the County. Motion by Vollrath, supported by Freehling to accept the additional grant funds. 3 yeas, 0 nays, motion carried.

**ADMINISTRATOR/CHAIRMAN**

Chairman Elliott advised of a pending lawsuit filed against the Drain Commissioner by a vendor.

Administrator Wolf discussed the high turnover of Animal Shelter Kennel Workers. Shelter Workers are currently classified as temporary employees and earn between \$9.45 – \$11.00 per hour. Bill was wondering if a full time position would help lessen turnover. Committee consensus was to raise the hourly pay versus creating a new full time position(s).

**PUBLIC COMMENT**

None.

Adjourned 10:29 a.m.

Respectfully submitted,

Shelley Jasper  
Human Resources Director