

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the September 12, 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, Bill Wolf, Brian Bailey,
Teri Sue Freehling		X	Courtney Davis
Dave Vollrath	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- Meeting called to order at 9:22 a.m.
- Motion by Commissioner Vollrath, supported by Commissioner Chickering to approve the minutes of August 22, 2019 as presented. 2 yeas, 0 nays, motion carried.
- Resolution P1909009, a resolution to approve August per diem payments totaling \$7,631.42 was reviewed and signed by all members present.
- Motion by Commissioner Vollrath, supported by Commissioner Chickering to approve the monthly pension refunds and rollover requests as presented. 2 yeas, 0 nays, motion carried.
- Motion by Commissioner Vollrath, supported by Commissioner Chickering to approve the purchase of four years of prior military service for Health Department employee John Gruchot as presented. 2 yeas, 0 nays, motion carried.
- Motion by Commissioner Vollrath, supported by Commissioner Chickering to approve the following advanced step hire requests:
 - Curtis McFall, Prevention Specialist Health Department; grade 7, step 3, annualized salary of \$38,998; and
 - Marita Singer, Office Assistant, FOC; grade 1, step 3, annualized salary of \$26,574.
 2 yeas, 0 nays, motion carried.
- The applications for Parks, Health, and Mental Health Boards were reviewed and discussed. Committee consensus was to recommend an interview committee be established for each Board vacancy.
- Resolution P1909297, a complement change Resolution for the Prosecutor’s Office was placed on hold pending the outcome of the CY2020 budget. An additional deputy position request was voluntarily placed on hold by Sheriff Paul Bailey pending the outcome of the CY2020 budget.

HEALTH DEPARTMENT

Deputy Health Officer Courtney Davis presented and explained the following Resolutions. All Committee members present signed the Resolutions.

Resolution P1909293

Title: Berrien Community Foundation

Type of Resolution: Application

Financial Implication: \$10,000 increase

Main Points: Berrien Community Foundation is offering grants to community and government organizations focused on building a spirit of community, improving health, and promoting access to services and information. Berrien County Health Department (BCHD) desires to apply for funding from the Berrien Community Foundation for up to \$10,000 to support the ongoing operational costs of the Wear One condom distribution campaign and additional contraceptive educational programming during the 2020 calendar year. BCHD will use this funding to purchase supplies for the Wear One campaign as well as purchase additional curriculum and educational materials supporting contraception to reduce unplanned pregnancies and sexually-transmitted diseases.

Resolution P1909294

Title: Health Educator Position

Type of Resolution: Position Creation

Financial Implication:

Main Points: Berrien County Health Department (BCHD) operates the Triple P – Positive Parenting Program and will be implementing the Taking Pride in Prevention Program beginning in October 2019. The Department has been awarded additional grant funding to support these programs and expand services for Berrien County residents and requires additional personnel support to meet community and programmatic needs. After review of the staffing needs for appropriately supporting these programs, it has been determined that optimal program operations necessitate the addition of a Health Educator which will provide coordination and support for both Triple P and Taking Pride in Prevention Program service delivery.

Resolution P1909295

Title: Program Support Specialist Position

Type of Resolution: Position Change

Financial Implication:

Main Points: Berrien County Health Department (BCHD) operates programming through Environmental Health Services to provide prevention, surveillance, enforcement and technical consultation services related to environmental health hazards. BCHD has historically had an Administrative Assistant position provide support to this area of the Department, upon thorough review of the duties listed in the Administrative Assistant position description, it was determined that there is programmatic need to update and revise the position providing program support within for Environmental Health areas. BCHD requests to delete the Administrative Assistant (position number 0322) and replace it with a new position of Program Support Specialist to better fit the needs of the program areas that will be supported by this position.

Courtney then shared the following updates:

- State accreditation preparation is ongoing. She distributed the Plan of Organization which is the first item they need to send to the State. The State accreditation staff will be on-site in November.
- Eastern Equine Encephalitis (EEE) is a current public health concern. Courtney detailed preventative measures to lessen the probability of a mosquito bite and possible subsequent infection.
- Marijuana educational campaign materials aimed at youth prevention were distributed.
- A Resolution will be forth coming to accept additional State monies to help offset staff costs in response to the BH water lead crisis.
- Vaping and resulting respiratory illnesses were discussed. To date, six deaths nationwide have been linked to vaping chemicals.

CHAIRMAN/COUNTY ADMINISTRATOR

Commissioner Chickering advised Chairman Elliott that PHSC would like interview committees established for the Parks, Health and Mental Health Board vacancies.

PUBLIC COMMENT

None

Adjourned 10:19 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director