

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the January 27, 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		Mac Elliott, Lee Lull, Carrie Smietanka-Haney,
Michael Majerek	X		Brian Dissette, Michael Hoyh
Rayonte Bell	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- Meeting called to order at 9:22 a.m.
- Attendance is reflected above.
- Motion by Commissioner Majerek, supported by Commissioner Bell to approve the minutes of January 20, 2022 as presented. 3 yeas, 0 nays Motion carried.
- Motion by Commissioner Majerek, supported by Commissioner Bell to approve the following advanced step hire requests:
 - Helen DeMarsh GIS Coordinator/WEB Administrator, grade 10, step 4, annualized salary of \$56,161
 - Angela Reeves-Price, Program Support Specialist (Health Department), grade 4, step 2, annualized salary of \$29,311
 - Anthony Dopp Law Clerk I, grade 10, step 2, annualized salary of \$55,032
 - Abigail Leers, Youth Specialist II, Grade 7, step 2, annualized salary of \$40,314
 - 3 yeas, 0 nays, motion carried.
- The following Resolutions were reviewed and signed by all Committee members:
 - P2201306, Annexation between Eau Claire Village and Pipestone Township
 - P2202188, Parks Department – establish Disc Golf fees
 - P2202189, Contract with ERG Environmental Services to perform Household hazardous waste collection in 2022 and 2023 not to exceed \$105,000
 - P2202192, approve the Memorandum of Agreement between the Health Department and Family Empowerment Services for providing community based services as a pre-arrest diversion for youth
- A request for an honorary resolution was reviewed and approved.

VETERAN'S SERVICES

Lee Lull, Veteran's Affairs Administrator, presented and discussed Resolution P2202383, a Resolution to formalize the long standing arrangement for the US Department of Veteran's Affairs staff to use County space to provide services to veterans. The Resolution was signed by all Committee members.

Lee then provided the following updates:

- Additional grant award of \$28,070, which will be used for various department related advertisements
- Van drivers are needed for the VA transport program
- New veteran's clinic in Benton Harbor
- Digital signage for the Courthouse and South County Building advertising veteran's services and programs
- Working with King Media to produce billboard and media commercials highlighting services
- Veteran outreach at Senior Centers will begin again in March
- Lee and Maureen will be attending accreditation training in April
- VA program expansion to allow veterans to remain in their homes versus be confined to a nursing home was discussed.

TRIAL COURT

Carrie Smietanka-Haney, Trial Court Administrator, presented and discussed Resolution P2201185, a resolution to upgrade a vacant Office Assistant position to an Administrative Secretary position. Carrie said the duties required within the FOC dictate that the Administrative Secretary is the more proper classification. She also said there would be no additional funding required to implement this change. The Committee members signed the Resolution.

ADMINISTRATOR/CHAIRMAN

Commissioner Bell mentioned that he received an email from the Boys & Girls Club offering a virtual tour. Commissioner Bell will forward that email to Administrator Dissette for review and action.

The Committee reviewed and signed Resolutions B2202194, Senior Center terms of appropriation and B2201191, ARPA sub grant for broadband.

Administrator Dissette discussed the demolition of the former Berrien General Hospital and impact to utilities used by the Juvenile Center. Further discussion will occur with Judge Mayfield and other Court representatives.

Adjourned 10:29 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director