

## BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the April 1, 2021 Personnel and Human Services Committee Meeting.  
Meeting held Virtually via ZOOM. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
Bob Harrison	X		Brian Dissette, Annette Christie, Jill Adams
Rayonte Bell	X		Brian Bailey, Nicki Britten
Michael Majerek	X		
			Shelley Jasper

### COUNTY ADMINISTRATION

- Meeting called to order at 8:04 a.m.
- Attendance was taken:
  - Commissioner Harrison: Present via ZOOM Lincoln Township
  - Commissioner Majerek: Present via ZOOM Niles
  - Commissioner Bell: Present via ZOOM St Joseph

### HEALTH DEPARTMENT:

The following two Resolutions were introduced and discussed by both Administrator Dissette and Health Officer Nicki Britten:

P2104198: Staffing complement change – addition of a Public Health Nurse II position

P2104200: Approval of agreement with Woodland Shores Baptist Church to hold COVID19 vaccine clinic  
Motion by Commissioner Majerek, supported by Commissioner Bell to move both Resolutions forward to the Full Board for formal action. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried.

Nicki then introduced and discussed the advanced step hire request for Jennifer Kelley-Preis. Ms. Kelley-Preis is the successful applicant for the Business Manager vacancy. Nicki requests compensation at grade 13, step 7, annualized salary of \$91,204. Motion by Commissioner Majerek, supported by Commissioner Bell to approve the advanced step hire request. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried.

### COUNTY ADMINISTRATION:

- Motion by Commissioner Majerek, supported by Commissioner Bell to approve the minutes dated 03/11/2021. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried.
- Resolution P2104201, a Resolution to appoint Jill Adams as Parks & Recreation Director effective April 12, 2021 was introduced and discussed by Administrator Dissette. Motion by Commissioner Majerek, supported by Commissioner Bell to move the Resolution forward for Full Board action. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried.
- Brian Bailey presented a memo and discussed extending the current agreement with the Silver Beach concessionaire by two years. The Concessionaire will work with the Parks staff and City of St. Joseph building officials to modify the current structure to allow for sales expansion and better customer service. All PHSC members voiced consensus to move forward with a Resolution to extend the current agreement.

### PUBLIC COMMENT

None

Adjourned 8:30 a.m.

Respectfully submitted,

Shelley Jasper  
Human Resources Director