

## BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the May 27, 2021 Personnel and Human Services Committee Meeting.  
Meeting held Virtually via ZOOM. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
Bob Harrison	X		Annette Christie, Brian Dissette,
Rayonte Bell	X		
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 Michigan
  - Commissioner Bell: Present via ZOOM St. Joseph Michigan

### COUNTY ADMINISTRATION:

- Motion by Commissioner Majerek, supported by Commissioner Bell to approve the minutes dated 05/20/2021. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried.
- Administrator Dissette reviewed the proposed changes and the associated rationale for the Road Department complement change as per Resolution P2106236. The complement change does not add any additional positions and is cost neutral. The Committee, by consensus, agreed to move the Resolution to the Full Board for formal action on June 3, 2021.
- Administrator Dissette reviewed the updated job description for the Health Officer. He explained that his contract states this position is a direct report; however, the job description was in conflict with that. The updated job description now accurately reflects the reporting structure. Motion by Commissioner Majerek, supported by Commissioner Bell to approve the updated job description. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried
- An advanced step hire request for Parks and Recreation Department Assistant Property Manager applicant Kate Blanchard was reviewed and discussed. Motion by Commissioner Bell, supported by Commissioner Majerek to approve grade 7, step 3 placement, which represents an annualized salary of \$43,279 for Ms. Blanchard. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried
- An advanced step hire request for Health Department Public Health Nurse applicant Tracy Clare was reviewed and discussed. Motion by Commissioner Bell, supported by Commissioner Majerek to approve grade 9, step 3 placement, which represents an annualized salary of \$49,145 for Ms. Clare. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried
- An advanced promotional step request for Health Department Public Health Nurse applicant Lisa Mattson was reviewed and discussed. Motion by Commissioner Majerek, supported by Commissioner Bell to approve grade 9, step 3 promotional placement, which represents an annualized salary of \$49,145 for Ms. Mattson. Commissioner Majerek – yea; Commissioner Bell – yea, Commissioner Harrison, yea. 3 yeas 0 nays, motion carried
- The following Resolutions were presented and discussed, and by consensus forwarded to the Full Board of formal action:
  - P2105235, Approve Contract with Lakeland for Medical Director Services
  - P2105233, Michigan Health Endowment Fund \$46,000 grant acceptance and authorize Chair to sign agreement

### PUBLIC COMMENT

Tony Benhart, Sodus Township, questioned who has authority to hire and fire staff under the proposed Road Department complement change discussed this morning.

Adjourned 8:32 a.m.

Respectfully submitted,  
Shelley Jasper  
Human Resources Director