

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, June 9, 2022

Kenneth L. Wendzel Conference Room

### Finance Committee Attendance:

Commissioner Mamie L. Yarbrough–Chairperson	<b>Present</b>
Commissioner Jon Hinkelman – Vice-Chair	<b>Present</b>
Commissioner Ezra Scott	<b>Present</b>
Commissioner Teri Freehling	<b>Present</b>

**Others Present:** Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Information Systems Director Chris Swihart, Financial Services Director Doug James, Executive Assistant to Administrator Annette Christie and Financial Analyst Jake Litaker.

Meeting was called to order at 9:10am

**Public Comments:** None

### Appointments

**Chris Swihart** briefed the committee on a PHSC **Resolution P2206129** regarding complement changes he would like to make to his department. He explained the issues he is facing because of the increased demand in IS Support Tickets and increased demand for FOIA related Video Redactions. He has a number of employee's eligible or approaching eligibility for retirement and he's worried about being able to replace these employees due to the competitive market. Administrator Dissette reiterated Chris's concerns. The Resolution is requesting (2) new FOIA Support/Customer Service Specialists at a Grade 8/Union, I/S Project Coordinator at a Grade 11/Non-Union, LAN Technician at a Grade 10/Union and Upgrading the WAN-VOIP Specialist from Grade 11 to Grade 13/Union. There was a brief discussion. The committee agreed by consensus for Chris to move forward to Personnel with his request.

**Doug James/Annette Christie** reviewed a draft copy of the Policy and Procedures for the Bid Opening Process. Annette stated she thought there was a little bit of misunderstanding and wanted to clarify and make sure that the policy for opening the bids is okay before moving forward with the rest of the policy. There was a brief discussion. The committee was okay with what was presented.

**Bid Openings** – Jake Litaker opened the following bids for the Road Department:

**Bid 2022-058** – Walton Road HMA Overlay

**Bid 2022-059** – Shawnee Road Trench and Widen

Commissioner Scott made a motion for the bids to refer them back to the department with the approval to move forward with the lowest bidder if they are an approved responsible bidder that meets specifications and requirements. Communication from the Road Department must be submitted to the Finance Committee in the event that they want to move forward with a bidder that was not the lowest bidder to provide justification and obtain additional approval. They were supported by Commissioner Freehling. Motion carried.

**Committee Business**

Commissioner Scott motioned to approve the minutes of the May 19, 2022 meeting, supported by Commissioner Freehling. Motion carried.

The Request for Waivers were approved by the committee.

**Resolutions:**

The following Resolutions were moved forward to the full Board:

F2205034 – Approval of Weekly Bills and Road Payables

Meeting Adjourned: 10:25

Respectfully Submitted,

Stephanie Carlson  
Financial Services