

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the June 9, 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, Brian Dissette, Guy Miller,
Michael Majerek	X		Chris Swihart, Annette Christie
Rayonte Bell	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- o Meeting called to order at 9:08 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Majerek, supported by Commissioner Bell to approve the minutes of May 19, 2022 as presented. 3 yeas, 0 nays Motion carried.
- o Motion by Commissioner Majerek, supported by Commissioner Bell to approve the following advanced step hire requests, 3 yeas, 0 nays, motion carried.
 - o Sierra LoPresti, Medical Coding and Billing Specialist, Health Department, Grade 6, step 2, annualized salary of \$36,529
 - o Jeffrey Thornton, Emergency Preparedness Coordinator, Health Department, Grade 9, step 3, annualized salary of \$52,531
 - o Wendy Laughlin, Account Clerk III, Sheriff's Office, Grade 4, Step 3, annualized salary of \$31,396
 - o Jennafer Reinking, Domestic Investigator, FOC, Grade 9, Step 2, annualized salary of \$50,029
 - o Carrie Iser, Domestic Investigator, FOC, Grade 9, Step 4, annualized salary of \$55,156
- o Motion by Commissioner Bell, supported by Commissioner Majerek to approve the pension refunds/rollovers as presented. 3 yeas, 0 nays, motion carried.
- o Resolution P2206006, Per Diem payments for the month of May totaling \$5,153.65 was reviewed and signed by all Committee members.
- o Information Systems Director Chris Swihart presented and discussed the rationale for the complement changes he requested via Resolution P2206129. Chris requested two (2) FOIA Support/Customer Service Specialist positions, one (1) IT Project Coordinator position, re-instatement of the LAN Technician position and the upgrade of the WAN/VOIP Specialist position (from grade 11 to grade13). Chris explained that the volume of help desk calls has continued to increase and the very large amount of FOIA requests for redacted body and in car camera footage necessitates the addition of the two FOIA Support/Customer Service Specialist positions. Chris reviewed and offered the extensive project and technology demand lists as the rationale to create the IT Project Coordinator. Reinstatement of the LAN position will provide upward mobility for current departmental employees and position the Department well in advance of expected retirements. Finally, Chris explained that the current WAN/VOIP Specialist incumbent has obtained multiple certifications and continues to perform at a level higher than expected/required by the current job description and justified the increased grade request. PHSC Members signed the Resolution.

HEALTH DEPARTMENT

Health Officer Guy Miller presented and explained the following Resolutions which were signed by all Committee members:

Resolution P2206287 United Way of SW MI Farmers Market

Berrien County Health Department (BCHD) has maintained and operated a Farmers Market in Benton Harbor for many years with a mission to expand residents' access to fresh, local fruits and vegetables. BCHD was awarded \$10,278 to support the operation of the Benton Harbor Farmers Market to increase access to and familiarity with healthy fresh fruits and vegetables. BCHD desires to accept the \$10,278 in funding from the United Way of Southwest Michigan to supplement this season's Farmers Market program at the Benton Harbor Farmers Market during the 2022 – 2023 summer season. This contract is in effect from July 1, 2022 – June 30th 2023.

Resolution P2206205: EGLE Beach Monitoring Grant

Berrien County Health Department (BCHD) provides environmental inspections to protect the health and safety of Berrien County residents and visitors, as mandated by Michigan's Public Health Code and other statutes aimed at protecting environmental safety and quality. Michigan Department of Environment, Great Lakes, and Energy (EGLE) has issued grant funding for Lake Michigan Beach Monitoring activities. BCHD wishes to accept

funding for the time period of April 1st, 2022 – September 30th, 2022 for funding of \$12,553.19 as a continuation of these services that BCHD has provided to the community for many years.

Guy also advised the Committee that a new epidemiologist is scheduled to begin employment on June 20.

ADMINISTRATOR/CHAIRMAN

Annette Christie joined the Committee to discuss the vacancy on the Board of Health. She presented three applications. The Committee would like to investigate expanding the Board of Health based on the quality of applications received. The Committee's consensus was to appoint William Chickering to the current vacancy.

Adjourned 10:29 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director