

**BERRIEN COUNTY BOARD OF COMMISSIONERS**  
**Committee of the Whole Meeting Minutes**  
**August 12, 2021**

**CHAIRMAN TO CALL THE MEETING TO ORDER:**

Vice Chairperson Ezra Scott called the regular meeting to order at 8:35 A.M. in the Board of Commissioners' (BOC) room at the Berrien County Administration Center, 701 Main Street, St. Joseph, Michigan.

**ROLL CALL:**

The Vice Chair instructed the Clerk to take a roll call with the following results:

11 PRESENT: Rayonte Bell, Jim Curran, Teri Sue Freehling, Robert Harrison, Jon Hinkelman, Michael Majerek, Don Meeks, Ezra Scott, David Vollrath, Julie Wuerfel and Mamie Yarbrough.

1 ABSENT: R. McKinley Elliott.

**APPROVAL OF MINUTES OF THE AUGUST 5, 2021 MEETING:**

Commissioner Bell moved and seconded by Commissioner Meeks, to approve the Committee of the Whole minutes held on August 5, 2021. Motion carried, no nays.

**PUBLIC COMMENTS – Per the Berrien County Board of Commissioners' Bylaws, those speaking during public comments may do so no longer than two minutes and shall identify themselves by name and city, township, or village. (Article III, 3.9B-C):** None.

**SCHEDULED DISCUSSION:**

**Senior Center Audit Review – Lynda Elie, Rendel Elie & Associates:**

Lynda Elie of Rendel, Elie and Associates, PLC, gave the Berrien County Senior Center Audit Report. She discussed the following:

- Clean audit opinion – “unqualified.”
- Audit journal entries.
- Corporate filing is current with State of Michigan.
- Federal Form 990 completed, filed, and accepted by IRS.
- Michigan Solicitation License – current year filed.
- Implemented new Chart of Accounts.
- Online audit submission and oversight.
- Comments – material (other than report and journal entries):
  - Audit journal entries/reconcile to audit not timely.
  - Payroll tax payments late.
  - Separate bookkeeping/check signing individuals.
  - Checks received not receipted.
  - Retirement plan.
- Internal control – items not implemented (from County's listing of 28):
  - Bylaws do not state purchasing policies.
  - Disbursements not approved prior to disbursement.
  - Checks not returned.
  - Deposits not made in numerical receipted group.
  - Disbursement dual signature not separate from accounting.
- Total internal controls not implemented for 2020, 2019, 2018, 2017 and 2016.

Discussion was held.

**COVID-19 UPDATE – Courtney Davis, Berrien County Health Officer:**

Berrien county Health Officer Courtney Davis gave a COVID-19 Data Update PowerPoint presentation and discussed the following:

- COVID-19 Response Goals.

- Daily Positive Test Rate.
- Deaths.
- Death Statistics.
- COVID-19 Spectrum Health Lakeland Dashboard.
- CDC Indicators and Thresholds for Community Transmission of COVID-19.
- CDC Indicators: 7 Day Cumulative Rate per 100,000 and Percent Positivity of Confirmed COVID-19 Cases Among Berrien County Residents 03/18/20 to 08/11/2021.
- Vaccination Updates.
- Communities and organizations should update COVID-19 prevention strategies based on the following:
  - Community Spread.
  - Health System Capacity.
  - Vaccination Coverage.
  - Early Detection of COVID-19 Increases.
  - Populations at Risk.
- Delta Variant.
- Public Health Recommendations, Berrien.

Discussion was held.

**OTHER BUSINESS:** None.

**ADJOURNMENT:**

The meeting was adjourned at 9:06 A.M.

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Ezra Scott, Vice Chairperson

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Sharon J. Tyler, County Clerk

***Minutes are to be approved at the next Committee of the Whole meeting.***