

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the January 10, 2019 Personnel and Human Services Committee Meeting.

Meeting held in Conference Room 4B Roll was called. Results as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
William Chickering	X		Melissa Clapper, Mac Elliott, Bill Wolf
Teri Sue Freehling	X		Gillian Conrad, Mamie Yarbrough
Dave Vollrath	X		
			Shelley Jasper

**COUNTY ADMINISTRATION**

- Meeting called to order at 9:17 a.m.
- Motion by Commissioner Vollrath, to approve the minutes of the January 3, 2019 meeting, supported by Commissioner Freehling. 3 yeas, 0 nays, motion carried.
- The Committee discussed the request for an advanced step hire for Timothy Kling, Drain Maintenance Supervisor. The Committee also reviewed a legal opinion provided by Corporate Counsel James McGovern. Motion by Commissioner Freehling, supported by Commissioner Vollrath to approve the advanced step hire at step 2 versus the requested step 4, with the provision that when the candidate achieves certain certifications, he will advance to the next available step provided the certification is achieved within the timeframes established by the Drain Commissioner and pending Union concurrence. 3 yeas, 0 nays, motion carried. Commissioner Chickering advised that the Drain Commissioner will propose a new title for the position.
- Motion by Commissioner Vollrath, supported by Commissioner Freehling to approve the advanced step hire of Michael Paulinski, Engineering Technician in the Road Department, annualized salary of \$52,166. 3 yeas, 0 nays, motion carried.
- The Committee reviewed Resolution P1901140, a Resolution to complete the transition of certain classifications released by the AFSCME bargaining unit to the Non-Union salary schedule. It was signed by all Committee members.

**HEALTH DEPARTMENT**

Gillian Conrad, Communication and Administrative Services Manager, presented a request for an advanced step hire. Motion by Commissioner Vollrath, supported by Commissioner Freehling to approve the grade 8, step 2, annualized salary of \$42,648 hire of Jessica Schaeffer. Ms. Schaeffer will fill the vacant Special Health Project Coordinator position.

Gillian then introduced and discussed the following Resolutions, which were signed by all Committee members:

**Resolution P1901136**

*Title:* Comprehensive Agreement Amendment #2  
*Type of Resolution:* Amendment  
*Financial Implication:* Funding Increase of \$105,774  
*Main Points:*

Michigan Department of Health & Human Services (MDHHS) desires to amend the Comprehensive Agreement (CPBC) for Fiscal Year 2018-2019 with the Berrien County Health Department (BCHD), with the original agreement approved under Resolution P1807263. This amendment reflects a total net funding increase of \$105,774, with an increase in Family Planning Services \$16,713; and MI Health and Wellness 4x4 Plan – Implementation \$89,061. The new contract total is \$3,112,225. MDHHS requires that these changes to the CPBC – FY 2018-19, if accepted, be executed through the authorized electronic signature of BCHD.

**Resolution P1901137**

*Title:* Data Across Sectors for Health (DASH) Mentorship Program  
*Type of Resolution:* Grant Acceptance  
*Financial Implication:* Increase of \$5,000  
*Main Points:*

Berrien County Health Department (BCHD) applied for and was selected for a mentorship from the Illinois Public Health Institute (IPHI) through its affiliate Data Across Sectors for Health (DASH) to support the development and deepening of multi-sector data sharing and collaboration. DASH Mentorship includes a grant award of in the amount of \$5,000 to support staff activities in relationship to the mentorship that may include

staff time, hosting/convening local collaborative meetings, and travel to other mentor/mentee sites. BCHD will participate in the DASH Mentor Program over a 9-month project timeframe of December 3, 2018 through September 27, 2019; during which grant funds must also be expended.

**Resolution P1901138**

*Title:* Public Health Emergency Preparedness Mini Grant Application

*Type of Resolution:* Application

*Financial Implication:* Potential Funding Increase of up to \$5,000

*Main Points:*

Michigan Department of Health and Human Services (MDHHS), Division of Emergency Preparedness and Response – Bureau of EMS, Trauma and Preparedness (DEPR-BETP) has provided opportunity for local health departments to apply for mini-grants of up to \$5000 to support local public health emergency preparedness activities. If the application is successful, this funding will support the Department’s pursuit for re-recognition from Project Public Health Ready (PPHR) and capacity building resources for BCHD’s public health emergency services response team for the overall purpose of being better prepared to protect the public’s health in case of public health emergencies. The grant period would be January 30 through June 30, 2019.

**Resolution P1901139**

*Title:* JSK Leadership Contract for Executive/Leadership Coaching

*Type of Resolution:* Contract

*Financial Implication:*

*Main Points:*

Berrien County Health Department (BCHD) was awarded a grant from the Kresge Foundation’s Emerging Leaders in Public Health (ELPH) Initiative (approved under Resolution P1810275) in order to develop leadership capacity to respond to changing needs in communities and the field of public health. BCHD requested proposals from leadership/executive coaching consultants who would be able to assist the department in conducting a leadership coaching program for current, new, and emerging administrative directors, managers, and supervisors. JSK Leadership successfully responded to bid #2018-110 with a proposal encompassing all components desired in the scope of work for a total cost of \$22,825 to be paid during the contract period of January 17, 2019 through November 30, 2019. BCHD will work alongside JSK Leadership to ensure leadership/executive coaching plans and delivery happens according to BCHD’s needs and Kresge’s ELPH requirements.

Gillian mentioned the partial Federal Government shutdown may affect WIC since WIC is funded through the USDA. The Health Department has been assured that sufficient WIC funding exists through the end of February.

Gillian advised the Committee they currently have four vacant positions and are in the process of interviewing.

**PUBLIC COMMENTS:**

Melissa Clapper commented that she learns something new each week she attends Commission meetings. She then asked for clarification regarding the legal opinion discussed earlier. Commissioner Chickering told her the Board has the right to set salaries for the employees within the Drain Office.

**ADMINISTRATOR/CHAIRMAN**

Long range planning/orientation processes and commissioner expectations were discussed. Chairman Elliott discussed the two Road conference brochures and reviewed the consent agenda. The proposed contract with the Equalization Director was also discussed.

Adjourned 10:29 a.m.

Respectfully submitted,

Shelley Jasper  
Human Resources Director