

**Berrien County Board of Commissioners  
Committee of the Whole Minutes  
January 10, 2019**

**CALL TO ORDER:**

Chairperson Elliott called the meeting to order at 8:35A.M. in the Board of Commissioners' Room at the Berrien County Administration Center in St. Joseph, Michigan.

**ROLL CALL:**

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

12 PRESENT: Bill Chickering, Jim Curran, Teri Freehling, Bob Harrison, Chris Heugel, Jon Hinkelman, Mike Majerek, Don Meeks, Ezra Scott, David Vollrath, Mamie Yarbrough and R. McKinley Elliott.

**APPROVAL OF MINUTES:**

Commissioner Scott moved, seconded by Commissioner Meeks, to approve the Committee of the Whole minutes of December 20, 2018. Motion carried, no nays.

**REQUISITION REVIEW**

- Annette Christie presented the requisitions for the Board's review.

**PUBLIC COMMENTS:** None.

**SCHEDULED DISCUSSION:**

Administrator Wolf presented the following topics and introduced various speakers to address the Board:

- Ken Hoffman, I/S Director - Surface Pro tablets have been ordered for the Board of Commissioners and should arrive next week. Commissioners will need to agree to the terms of use each time they log on. Passwords will change every 90 days. Commissioners will be able to use the Surface Pro on or off the County Network. Each Commissioner will have a P:Drive which is a private access drive for them to save their work in; however, it is included in any FOIA requests.
- James McGovern, Corporate Counsel - Use of County Email - When replying to group emails, you should only reply to the original sender as replying all will open the email up to an Open Meetings Act violation. He also advised Commissioners not to use their private email for government business because it would include all of your private emails in any FOIA requests.
- Annette Christie, Administrative Assistant - Per Diem Policy and Meal Reimbursements - Ms. Christie distributed Per Diem Packets to all of the Commissioners. Submissions are due the first Thursday of each month, in order to be paid the following month. Meals have limit amounts per meal.
- Annette Christie, Administrative Assistant - Night Meeting Schedule - Night meetings will be held April 4, May 2, June 6, July 11, August 1, September 6 and October 3, 2019. There are no committee meetings or Committee of the Whole meetings on these dates, unless otherwise noted.

Possible locations are: County Conference Room, South County Building, MSU Extension Center and Administration Building, which all have access to the County network. Other possible locations include: St. Joe/Lincoln Senior Center, 1839 Courthouse, Madeline Bertrand County Park, and Buchanan Senior Center. Ms. Christie will check with the facilities on availability and present a draft schedule next week.

- Administrator Wolf - Conference Dates and Expenses - Reviewed covered expenses and the budget for conferences. Conferences include:
  - March 26 and 27 - M.A.C. Legislative Conference in Lansing
  - June 11 - Regional Summit in Grand Rapids
  - September 19 to 21 - M.A.C. Annual Conference in Frankenmuth
- Jason Latham, Road Department Director - Transportation Asset Management Workshop - Will be held on January 24, 2019 and is free of charge. This workshop is specifically geared for elected officials. Commissioners are to let Annette Christie know if they want to attend and she will handle their registration.
- Doug James, Finance Director - 2018 Tentative Financial Wrap-up – The Finance Committee met on December 27, 2018 to review a year-end estimate for the General Fund along with year-end appropriation request. At that time, the surplus for 2018 was estimated at \$490,000 after the recommended year end appropriation of \$600,000 to provide support to other funds. An updated estimate was completed yesterday which brought this amount up to \$825,000 surplus after the approved appropriation. On December 27th, the Finance Committee also approved an amendment of the 2018 Road Department budget.
- Annette Christie, Administrative Assistant - Requisition Approval Process - Reviewed the process for approving requisitions and how a commissioner would abstain on an individual requisition due to conflict of interest.
- Administrator Wolf - Key Fob Access - Reviewed who has access to what buildings and at what times.
- Administrator Wolf - Orientation and Long Range Planning – Reviewed a tentative schedule for Orientation which includes four days in the afternoons after regular Board meetings. He also reviewed a tentative schedule of January 31, February 7, 14 and 21, March 7, 14 and 21, 2019 for the long range planning sessions.

**OTHER BUSINES:** None.

**ANNOUNCEMENTS:** None.

**ADJOURNMENT:** Meeting adjourned at 9:08 A.M.

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R. McKinley Elliott, Chairperson

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Diane Mensinger, Chief Deputy Clerk

*Minutes are to be approved at the full board meeting on January 17, 2019.*