

BERRIEN COUNTY ADMINISTRATION COMMITTEE
Minutes of March 14, 2019

Present: Jim Curran, Chair
Michael Majerek, Vice Chair
Chris Heugel
Don Meeks Sr.

Absent:

Scheduled: Todd Johnson, Building & Grounds
Dave Agens, 9-1-1
Bill Wolf, County Administration
Mac Elliott, BOC Chair

Others: Caitlin Sampsell, 9-1-1
Chris Renna, Public Defender
Maria McCowan, Michigan Indigent Defense Commission

Call to Order

Meeting called to order at 9:21 am.

Approval of Minutes

Motion by Majerek, supported by Heugel, to approve the minutes of the March 7, 2019 meetings. Motion Carried.

Building & Grounds Update

Johnson reviewed the quarterly update and discussions ensued regarding individual projects.

9-1-1 New Positions Proposal

Agens stated their strategic planning includes adding a Quality Assurance manager that would create reviews to measure performance. He would like to add a full time Administrative Supervisor position. He has drafted a job description. He would also like to change the part time 911 Service Specialist that helps with mapping and verification of addresses to a full time position that would assist with phone systems connections. The position title would be 911 Technician Specialist. The current budget supports both positions. The committee supported the request and advised Agens to provide PHSC with the job descriptions and salaries.

Q & A with Bill Wolf and BOC Chair Elliott

Wolf turned the floor over to Renna and Marla McCowan, who is from the MiDC. McCowan discussed the support of the MiDC in defense reform. She discussed the evaluation process and the verification of compliance. She discussed benchmarks and standards and applauded Berrien County for being ahead of the curve.

Wolf reviewed the updates to the timing of the BOC tours, long range planning and strategic planning dates.

Elliott confirmed the consent calendar.

County Property Use Request

Tri County Head Start – request to use Health Department Conference Center. Request declined per County Policy that requires County Government Interest and Departmental Sponsorship.

Resolutions

The following resolutions were approved and signed:

A1903179 – Authorize inter-governmental agreement with Van Buren County for the Homeland Security Division Fiduciary duties.

A1903181 – Authorize agreement with Mosaic CCDA for court ordered Community Service from April 8, 2019 through April 8, 2020.

Public Comment

None.

Meeting adjourned at 10:06 am.

Respectfully Submitted,



Jennifer Arent