

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the April 07, 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
Michael Majerek	X		
Rayonte Bell	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- Meeting called to order at 9:32 a.m.
- Attendance is reflected above.
- Motion by Commissioner Majerek, supported by Commissioner Bell to approve the minutes of March 24, 2022 as presented. 3 yeas, 0 nays Motion carried.
- Motion by Commissioner Majerek, supported by Commissioner Bell to approve the following advanced step hire requests:
 - Rachel Davidson, Environmental Health Sanitarian, Grade 8, step 2 \$44,201
 - Meleta Lane-Hart Transit Operations Manager, Grade 10, step 4, \$60,672
 3 yeas, 0 nays, motion carried.
- The following Resolutions were reviewed and signed by all Committee members:
 - P2204224, a Resolution to appoint Robert Ray as Building & Grounds Superintendent
 - P2204232, a Resolution to change the complement of the Public Defender’s Office
 - P2204226, a Resolution to approve a memo of understanding with Benton Harbor in regard to lead filters
 - P2204230, a Resolution to approve the engagement of Midwest Strategy Group
 - Motion by Commissioner Bell, supported by Commissioner Majerek to approve Resolution P2204236, approval of \$5000 from ARPA funds for the linear trail. 3 yeas, 0 nays, motion carried.
 - Resolution P2204223, a Resolution to set salary schedules for CY23 and CY24 elected official compensation. Discussion ensued and a Resolution establishing a 2.5 % increase for each year was recommended by the Committee.

The Committee discussed the draft employee evaluation form and corresponding policy. A Resolution will be forthcoming to recommend official approval by the Board.

GIS MAPPING

Lex Winans, GIS Mapping Director, introduced and explained Resolution P2204230, a Resolution to provide parcel data to the Berrien County Conservation District for the purposes of creating a new Plat Book. The Committee signed the Resolution.

Lex then provided an update of all Land Description activities, including all “splits and combinations” of property. Lex also highlighted the intercountry department support activities of the GIS Mapping Department. Finally Lex provided GIS website usage statistics.

ADMINISTRATOR/CHAIRMAN

The Chair of the Board and the Administrator joined the Committee. The Administrator advised of a situation at the jail this morning.

Adjourned 10:15 a.m.

Respectfully submitted,

Shelley Jasper, Human Resources Director