

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the April 11, 2019 Personnel and Human Services Committee Meeting.

Meeting held in Conference Room 4B. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
William Chickering	X		Bill Wolf, Carrie Smietanka-Haney, Sharon Tyler
Teri Sue Freehling	X		Gillian Conrad, Lex Winans
Dave Vollrath	X		Melissa Clapper, Siobhan Leonard
			Shelley Jasper

COUNTY ADMINISTRATION

- Meeting called to order at 9:24 a.m.
- Motion by Commissioner Vollrath, supported by Commissioner Freehling, to approve the minutes of the March 28, 2019 meeting. 3 years, 0 nays, motion carried.
- Motion by Commissioner Freehling, supported by Commissioner Vollrath to approve the monthly pension refunds as submitted. 2 years, 0 nays, motion carried. Commissioner Chickering abstained because of his pending refund for deductions taken due to an error by payroll.
- Resolution P1904004, a Resolution to approve the per diem payments for the month of March totaling \$6,103.48 was reviewed and signed by all Committee members.
- Motion by Commissioner Freehling, supported by Commissioner Vollrath to approve the advanced step hire for Public Defender Chief Assistant Paul Jancha Jr. Mr. Jancha Jr. will be compensated at grade 15, step 4, salary of \$91,626. 3 years 0 nays, motion carried.
- Motion by Commissioner Vollrath, supported by Commissioner Freehling to approve the advanced hire request for FOC Office Assistant Riderra Wright. Ms. Wright will be compensated at grade 1, step 3, salary of \$26,574. 3 years, 0 nays, motion carried.
- The five bids received for the classification/compensation study were reviewed and discussed by PHSC members and Carrie Smietanka-Haney on behalf of the Trial Court, Gillian Conrad on behalf of the Health Department and Sharon Tyler on behalf of the County-wide elected officials. The consensus decision was to perform due diligence on three of the five bidders and then decide by Monday, April 15 which of those vendors to invite for presentations. May 1 and May 2 are tentative presentation dates.
- GIS Mapping Director Lex Winans discussed a data request received from Nova Print USA on behalf of the Southwest Michigan Tourist Council. They are requesting approximately \$200 of street centerline mapping data for the Coloma and Watervliet area. Lex informed the Committee that he is working on a standardized form to simplify these types of requests and will present that within the next couple of weeks.

Adjourned 10:29 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director