

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of June 3, 2021

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough–Chairperson (Via Zoom-BH City)	Present
Commissioner Jon Hinkelman – Vice-Chair (Via Phone-Bainbridge Twp.)	Present
Commissioner Ezra Scott (Via Zoom-New Buffalo Twp.)	Present
Commissioner Teri Freehling – (Via Zoom-Baroda Twp.)	Present

Others Present: Via zoom - County Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie

Meeting was called to order at 9:01 am.

Public Comments: None

Q&A Administrator – Administrator Dissette spoke to working on updating the policies and procedures for the purchasing of goods and services for the county. The Financial Services Director has been working on finalizing a draft of the updated purchasing policy. He said he hopes to have something for the committee in the coming weeks. He asked the committee to consider increasing the spending authority for the County Administrator’s position from \$5,000 to \$10,000 and stated it would help get things approved in a faster manner. The committee had some questions on how this would affect the process of the waivers and other policies that may reference the spending authority. There was a brief discussion and Brian and Annette answered questions from the committee.

Next, Brian updated the committee on a discussion with the Administration Committee on the use of donated funds to the Sheriff’s Department and how they should be handled when making purchases with those donated funds.

Lastly, Brian briefed the committee on **Resolution F2106238** – Contract for Strategic Planning Services.

Committee Business

Annette asked for some clarification on how they wanted to handle the waivers. The committee agreed they don’t need a resolution for the waivers, just a list of the waivers like the requisitions and they would just give consensus to move them forward.

Resolutions signed by Committee:

F2106033 – Approval of Weekly Bills

F2106238 – Contract for Strategic Planning Services

The committee gave concurrence to move the above resolutions to the full board for action.

Minutes Approval:

Commissioner Freehling motioned to approve the virtual minutes from Thursday, May 20, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 9:51

Respectfully Submitted,

Stephanie Carlson
Financial Services