

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the January 9, 2020 Personnel and Human Services Committee Meeting.
Meeting held in Conference Room 4B. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
William Chickering	X		Mac Elliott, Bill Wolf, Courtney Davis,
Dave Vollrath	X		Jerry Sirk, Melissa Clapper, Virginia Holden
			Shelley Jasper

COUNTY ADMINISTRATION

- Meeting called to order at 9:35 a.m.
- Motion by Vollrath, supported by Chickering to approve the minutes of January 2, 2020, as presented. 2 yeas, 0 nays Motion carried.
- Motion by Vollrath, supported by Chickering to approve the monthly pension refunds, as presented. 2 yeas, 0 nays Motion carried
- Motion by Vollrath, supported by Chickering to approve the Retirements from June 1 to December 1, 2019, as presented. 2 yeas, 0 nays Motion carried
- Motion by Vollrath, supported by Chickering to approve the advanced step hire for Public Health Nurse Allison Duffield-Harper. Ms. Duffield-Harper will be compensated at grade 9, step 4, annualized salary of \$50,057. 2 yeas, 0 nays Motion carried

HEALTH DEPARTMENT

Deputy Health Officer Courtney Davis presented and explained the following Resolutions, which were signed by the Committee:

Resolution P2001142

Title: MPH MDHHS Mini Grant Application

Type of Resolution: Grant Application

Financial Implication: Potential increase of \$10,000

Main Points: Berrien County Health Department wishes to apply for a grant from the Michigan Public Health Institute for \$10,000 to conduct a Community Health Improvement Plan (CHIP). The CHIP is a foundational document for alignment with national accreditation standards and represents an essential next step following the completion of the Community Health needs Assessment that BCHD recently completed in partnership with Spectrum Health Lakeland and other partners. BCHD plans to use this grant funding over the 6-month project timeframe of March 6, 2020-August 31, 2020 to support the completion of a CHIP that brings together community stakeholders, partners and organizations to set priorities, direct the use of resources, and develop and implement community health programs, policies and actions for the improvement of health and wellness in Berrien County.

Resolution P2001145

Title: Berrien Community Foundation Grant Award

Type of Resolution: Grant Award Acceptance

Financial Implication: Increase of \$5,400

Main Points: Berrien County Health Department has been awarded \$5,400 from the Berrien Community Foundation to support the Wear One campaign that places condoms and associated educational material at key locations in partner organizations throughout Berrien County as well as additional curriculum and educational materials to promote disease prevention and contraceptive use. The project period will run from January 1, 2020 through October 1, 2020.

Courtney then advised the Committee that the State accreditation process went well. She reminded the Committee, accreditation occurs every three years and mentioned that the Department received 35 areas of special recognition, including food service and the Department's efforts at quality improvement. An area the Department will continue to work on is workflow and staffing. Courtney advised that Brandon Vallee was hired as the Emergency Preparedness Coordinator and has been with the Department approximately one month. Courtney also mentioned that there is widespread flu activity. She reminded everyone that it is not too late to get a flu shot.

ADMINISTRATOR/CHAIRMAN

Commissioner Chickering asked that Resolution A2001135 be pulled from the consent calendar for further discussion.

PUBLIC COMMENT

Virginia Holden asked questions about Board of Health appointments, the Administrator's contract (she will suggest changes to Commissioner Chickering), and her opinion that the combination of controller duties with the Administrator was unwise.

Jerry Sirk spoke about Michigan being designated a "no kill" state.

Melissa Clapper asked the status of the salary study.

Adjourned 10:24 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director