

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the August 5, 2020 Personnel and Human Services Committee Meeting.  
Meeting held in Board of Commissioner Room. Attendance was virtual and is as follows:

<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>ALSO PRESENT</b>
William Chickering	X		Brian Dissette, Annette Christie, Lee Lull
Dave Vollrath	X		Nicki Britten (via ZOOM), Courtney Davis (via ZOOM)
Teri Freehling		X	
			Shelley Jasper

**COUNTY ADMINISTRATION**

- Meeting called to order at 3:00 p.m.
- Motion by Vollrath, supported by Chickering to approve the minutes of July 22, 2020. Chickering – yea, Vollrath – yea, Freehling – absent; 2 yeas, 0 nays, 1 absent. Motion carried.
- Health Officer Nicki Britten discussed Resolution P2008313, explaining that it is a Resolution to accept \$940,000 in State funding for COVID19 contact tracing, testing coordination and infection prevention. In conjunction with this Resolution, Nicki then discussed Resolution P2008314, a complement change Resolution that would add two Disease Intervention Technician I positions (contact tracing), three Disease Intervention Technician II positions (case investigation), three Special Health Project Coordinator positions (supporting schools and businesses and executive order investigation and enforcement), and one Communication Specialist position (responsible for communication with the public and stakeholders with up to date COVID19 information). Nicki proposes that these positions be full time positions for many reasons including, the 1000 hour limitation on temporary employees, scheduling issues of temporary employees, and a stronger skill set typically found in full time employees. She said the bulk of work is currently being performed by 12 to 16 nurses and other staff members. She said staff is stretched very thin, working many hours and she is worried about “burnout”. Administrator Dissette emphasized the continuation of funding as a requirement to maintain positions long term. Nicki verified during the interview the candidate is informed of the tie to continued funding streams. Commissioners Chickering and Vollrath supported placing these Resolutions on the consent calendar for the August 13, 2020 full Board meeting.
- Veteran’s Affairs Director Lee Lull introduced Resolution P2008317, a Resolution to authorize submitting a letter of intent to apply for a County Veteran’s Services Fund grant. Lee mentioned the deadline to provide said letter is August 14, 2020. Lee will revisit the Committee once he learns the amount of the grant and has the proposed expenditures identified. Commissioners Chickering and Vollrath supported placing this Resolution on the August 6, 2020 consent agenda.
- Resolution P2008312, a Resolution to approve a contract with Mosaic Christian Community Development Association, a local non-profit corporation who will act as a subcontractor providing services supporting the Health Department efforts to limit the spread of COVID19 in Berrien County through isolation and quarantine for vulnerable individuals residing in Berrien County was approved for placement on the August 13 full Board consent calendar.
- Motion by Chickering, supported by Vollrath to approve the advanced step hire for Peggy Sharnowske. Ms. Sharnowske will be employed as the Administrative Assistant to the Sheriff. Ms. Sharnowske will be compensated at grade 7, step 3, annualized salary of \$41,524. Chickering – yea, Vollrath – yea, Freehling – absent; 2 yeas, 0 nays, 1 absent, motion carried.

**PUBLIC COMMENT:** None

Adjourned 3:27 p.m.

Respectfully submitted,

Shelley Jasper  
Human Resources Director