

**BERRIEN COUNTY BOARD OF COMMISSIONERS**  
**Virtual Special Board Meeting Minutes**  
**September 15, 2020**

**Staff Present:** Clerk Sharon Tyler (via Zoom)  
Annette Christie, Executive Assistant to the Administrator  
Brian Dissette, County Administrator  
Doug James, Director of Financial Services  
Ben Reynnells, Assistant Director Budget Coordinator

**BOC Present:** Mamie Yarbrough  
William Chickering  
Don Meeks  
David Vollrath

**FINANCE COMMITTEE CHAIRPERSON TO CALL THE MEETING TO ORDER:**

Finance Committee Chairperson Mamie Yarbrough called the virtual special meeting on the FY21 Budget Hearings to order at 8:48 A.M. in the Board of Commissioners' (BOC) room at the Berrien County Administration Center, 701 Main Street, St. Joseph, Michigan.

**ROLL CALL:**

The Chair instructed the Clerk to take a roll call with the following results:

9 PRESENT: William Chickering, Jim Curran, Teri Freehling, Robert Harrison, Christopher Heugel, Don Meeks, David Vollrath, Mamie Yarbrough and R. McKinley Elliott (joined at 10:20 A.M.).

3 ABSENT: Jon Hinkelman, Michael Majerek and Ezra Scott.

Each department below were requested to present the following information:

- Opportunities, Risks, and Issues
- Combined General and Special Revenue Funds Summary
- General Fund Summary
- Special Revenue Fund Summary
- Guidance Exception Request
- Capital and Project Requests

Questions and answers followed after each presentation.

**Veteran's Service – 8:49 A.M. to 9:05 A.M.:**

Director Lee Lull (present) gave the Veterans Services Department's Fiscal 2021 Budget Review.

**Trial Court – 9:06 A.M. to 9:23 A.M.:**

Judge Mabel Mayfield, Court Administrator Carrie Smietanka-Haney, FOC Director Tom Watson, Family Division Administrator Elvin Gonzalez, Civil-Criminal Division Administrator Amy Flaga and Accounting Manager Tara Modigill (via Zoom) gave the Trial Court's Fiscal 2021 Budget Review.

**Break: 9:23 A.M. to 9:30 A.M.**

**Drain Commission:**

Commissioner Chickering asked to postpone the Drain Commissioner's report today, since the Board has not received the presentation to review. Administrator Brian Dissette will contact the Drain Commissioner due to the

feedback of the Board to postpone the Drain Commission Department's Fiscal 2021 Budget Review presentation today and find out when the information will be given to the Board to reschedule.

**Treasurer's Department – 9:34 A.M. to 9:47 A.M.:**

Treasurer Shelly Weich (present) gave the Treasurer Department's Fiscal 2021 Budget Review.

**Building & Grounds – 9:50 A.M. to 10:08 A.M.:**

Superintendent Todd Johnson (present) gave the Building and Grounds Department's Fiscal 2021 Budget Review.

**Human Resources Department – 10:10 A.M. to 10:17 A.M.:**

Human Resources Director Shelley Jasper (present) gave the Department's Fiscal 2021 Budget Review.

**Administration, BOC, Corporate Counsel & MSUE – 10:18 A.M. to 10:34 A.M.:**

Administrator Brian Dissette and Executive Assistant to the Administrator Annette Christie gave the following Fiscal 2021 Budget Reviews on the following:

- Corporate Counsel
- Administration
- Board of Commissioners

MSU Extension District 13 Coordinator Julie Pioch (via Zoom), gave the Michigan State University Extension's Fiscal 2021 Budget Review.

**Drain Commission:**

Administrator Dissette spoke with the Drain Commissioner and he said they did submit their report through the drop box. The Board will hold the Drain Commission Department's 2021 Budget Review on Wednesday.

**911 Operations – 10:37 A.M. to 10:48 A.M.:**

Director Caitlin Sampsell (via Zoom) gave the 911 & Public Safety Communication Department's Fiscal 2021 Budget Review.

**Records – 10:49 A.M. – 10:55 A.M.:**

Records Manager Chris Hartman (via Zoom) gave the Records Department's 2021 Budget Review.

**Break: 10:55 A.M. to 11:08 A.M.**

Administrator Dissette announced that Brian Bailey will be giving a report on the vandalism that happened on the pier at Thursday's Board meeting.

**Animal Control – 11:10 A.M. to 11:22 A.M.:**

Director/Chief Tiffany Peterson (present) gave the Animal Control Department's Fiscal 2021 Budget Review.

**ADJOURNMENT:**

The meeting was adjourned at 11:23 A.M.

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Mamie Yarbrough, Finance Committee Chairperson

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Sharon J. Tyler, County Clerk

***Minutes are to be approved at the next BOC meeting.***