

## BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the September 22, 2020 Personnel and Human Services Committee Meeting.  
Meeting held in Board of Commissioner Room. Attendance was virtual and is as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
William Chickering	X (ZOOM)		Annette Christie, Brian Dissette
Dave Vollrath	X (ZOOM)		
Teri Freehling	X (ZOOM)		
			Shelley Jasper

### COUNTY ADMINISTRATION

- Meeting called to order at 3:01 p.m. Attendance was taken and is reflected above.
- Motion by Freehling, supported by Vollrath to approve the minutes of September 10, 2020. Chickering – yea, Vollrath – yea, Freehling – yea; 3 yeas, 0 nays. Motion carried.
- Motion by Freehling, supported by Vollrath to approve the advanced step hire request for Sheila Reitz. Ms. Reitz will fill the Elections Administrator position and be compensated at grade 7, step 2, annualized salary of \$38,249. Chickering – yea, Vollrath – yea, Freehling – yea; 3 yeas, 0 nays. Motion carried.
- Motion by Vollrath, supported by Chickering to approve the advanced step hire request for Brianna Pena. Ms. Pena will fill the Communications Specialist position at the Health Department and will be compensated at grade 8, step 2, annualized salary of \$43,501. Chickering – yea, Vollrath – yea, Freehling – nay; 2 yeas, 1 nay. Motion carried.
- The following Resolutions were presented, discussed and approved for signature. They will be moved to the Full Board for formal action.
  - P2009334, First Responder Hazard Pay Program
  - P2009328, Remonumentation Peer Group designation
  - P2009327, Remonumentation Surveyor firm designation
  - P2009332, Animal Control complement change – addition of FT volunteer coordinator position
  - P2009301, Southwest Michigan Behavioral Health – renew 3 year agreement 01/01/2021 – 12/31/2022
- Commissioner Chickering discussed the draft complaint and appeal procedure developed to complement policy ADM 1070. He asked the Committee members to review the draft and provide input to him either by e-mail or phone.

**PUBLIC COMMENT:** None

Adjourned 3:30 p.m.

Respectfully submitted,

Shelley Jasper  
Human Resources Director