

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of December 3, 2020

Finance Committee Attendance:

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| Commissioner Mamie L. Yarbrough—Chairperson (Via Zoom-BH City) | Present |
| Commissioner Robert P. Harrison—Vice-Chair (Via Zoom-Lincoln Twp.) | Present |
| Commissioner Jon Hinkelman (Via Phone-Bainbridge Twp.) | Absent |
| Commissioner Ezra Scott (Via Zoom-New Buffalo Twp.) | Present |

Others Present: County Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Financial Services Director Doug James, Budget Coordinator Ben Reynnells, Information Systems Director Chris Swihart, Financial Analyst Jake Litaker, and Community Development Director Dan Fette, Housing Coordinator/Assistant Community Development Director Katie Montoya, Deputy Health Director Courtney Davis via zoom.

Meeting was called to order at 9:00am.

Public Comments: None

County Administrator Brian Dissette gave the committee an update on Bid 2020-067 – Juvenile Indigent Defense Services Contract. There was only one bid received and it was sent via email and then the sealed bid was received a couple days later. The current agreement ends December 31, 2020, so they will need to decide whether to extend the current agreement or accept the late bid. Brian said they need to make a decision before the end of the year so he will be coming back with a recommendation to either accept the late bid or extend the agreement.

Appointments:

Dan Fette briefed the committee on **Resolution F2012389** – Accepting the Cares Act CDBG Grant for \$377,000 to assist with reimbursing costs directly related to COVID response and answered questions from the committee. Commissioner Harrison motioned to approve the resolution and move it forward to the full board today for action, supported by Commissioner Scott. Roll call vote: 3 yays, 0 nays, 1 absent. Motion carried.

Katie Montoya briefed the committee on **Resolution F20102404** – Land Preservation Grant.

Jake Litaker opened the following Bid:

Bid 2020-073. This bid was for Demolition of 2019 tax foreclosed property for the Treasurer's Department. Commissioner Scott motioned to refer the bids back to the department for review and to authorize to move forward with lowest bid if it meets specifications, supported by Commissioner Harrison. Roll call vote: 3 yays, 0 nays, 1 absent. Motion carried. Next,

Jake had a bid due back on December 22nd and asked when they would have another meeting. The committee agreed they would be having a meeting on December 23rd and the bid would be opened then.

Courtney Davis briefed the committee on the request to purchase outer wear jackets for Health Department team members for outdoor immunization clinics, including the COVID vaccine when it comes available. She said this was identified as a need due to the COVID-19 Response planning work they had done. She received three quotes and the cost of the jackets would be approximately \$12,000. Courtney was seeking approval from the Finance Committee for this purchase and explained that the jackets would be purchased through grant funding from the Kresge Foundation. She answered questions from the committee. Commissioner Harrison motioned to approve the purchase, supported by Commissioner Scott. Roll call vote: 3 yays, 0 nays, 1 absent. Motion carried.

Chris Swihart briefed the committee on the quotes he received and his list of the Final IT Related Cares Act Recommendation and answered questions from the committee. Commissioner Scott motioned to approve Chris moving forward with the purchases, supported by Commissioner Harrison. Roll call vote: 3 yays, 0 nays, 1 absent. Motion carried.

Committee Business

Resolutions:

F2012389 – Accepting Cares Act CDBG Grant

F2012056 – Weekly Bills

F2012181 – Road Payables

The committee reviewed the above resolutions and concurrence was given to move them forward to the full board for action.

Minutes Approval:

Commissioner Harrison motioned to approve the virtual minutes from Thursday, November 11, 2020, supported by Commissioner Scott. Roll call vote: 3 yays, 0 nays, 1 absent. Motion carried.

Meeting Adjourned: 10:11

Respectfully Submitted,

Stephanie Carlson
Financial Services