

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the January 14, 2021 **Personnel and Human Services Committee** Meeting.
Meeting held Virtually via ZOOM_ Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
Bob Harrison	X		Brian Dissette, Jill Adams, Annette Christie
Rayonte Bell		X	Carrie Smietanka-Haney (Via ZOOM)
Michael Majerek	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- Attendance was taken:
 - Commissioner Harrison: Present via ZOOM Lincoln Township
 - Commissioner Majerek: Present via ZOOM Niles
 - Commissioner Bell: Absent
- Meeting called to order at 8:05 a.m.
- Approval of the PHSC minutes dated 01/07/2021 was deferred until the next meeting.
- Commissioner Majerek was named Vice-Chair of PHSC.
- Motion by Commissioner Majerek, supported by Commissioner Harrison to approve the advanced step hire request for APA I Zachary Smith. Mr. Smith will be compensated at grade 11, step 3 annualized salary of \$62,010. 2 yeas, 0 nays, 1 absent, motion carried.
- Motion by Commissioner Majerek, supported by Commissioner Harrison to approve the monthly pension refunds/rollover requests as submitted. 2 yeas, 0 nays, 1 absent, motion carried.
- Carrie Smietanka-Haney, Trial Court Administrator, discussed the Court’s request for additional compensation for an employee being designated as a system administrator for the JWorks project. The Court is one of many software products that need to move from the mainframe to a software package. The product the Court selected requires many hours of “customization” to map it as closely as possible to our current record keeping system. Obviously the vendor doesn’t know the nuances of the Berrien County Trial Court, so system administrators are necessary to bridge that knowledge gap. Carissa Grimm, a supervisor in the FOC with over 9 years experience in various Court areas has been selected as a system administrator. This designation will require additional hours of work that the Court would like to compensate her for. The Court is requesting a 10% pay modification (\$6500) in acknowledgement of the additional workload and system administrator duties. This action is consistent with how the Court has handled similar situations in the past. The FOC and the Trial Court Administrator met with County Administrator Dissette and HR Director Jasper to discuss this request. Both are supportive of the Court’s request. Motion by Commissioner Majerek, supported by Commissioner Harrison to approve the request as per the memo dated January 12, 2021. 2 yeas, 0 nays, 1 absent. Motion carried.
- PHSC members reviewed Resolutions P2101147, a Resolution to approve an agreement with Orchard Hill Landfill for a residential recycling drop off operation and Resolution P2101148, a Resolution to approve an agreement with Kalamazoo County, which would allow Berrien County residents to use the Household Hazardous Waste Center. PHSC consensus was to move both Resolutions forward to the Board for formal action at next week’s meeting (January 21, 2021).

PUBLIC COMMENT

None

Adjourned 8:25 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director