

BERRIEN COUNTY ADMINISTRATION COMMITTEE
Minutes of January 24, 2019

Present: Jim Curran, Chair
Michael Majerek, Vice Chair
Chris Heugel
Don Meeks Sr.

Absent:

Others: Christopher Renna, Public Defender
Tom Watson, Friend of the Court
Ken Hoffman, Information Systems
Sheriff Bailey, BCSD
Undersheriff Heit, BCSD
Bill Wolf, County Administration
Mac Elliott, BOC Chair

Call to Order

Meeting called to order at 9:25 am.

Approval of Minutes

Motion by Majerek, supported by Meeks, to approve the minutes of the January 17, 2019 meetings. Motion Carried.

Public Defender's Office Update

Renna reviewed the 2019 goals and the implementation and monitoring of the MIDC standards. He provided the 1st Quarter FSR and reviewed the expenditures. He discussed new attorneys and the current labor pool as well as continuing education training.

Friend of the Court / Information Systems Proposal

Watson discussed the security risk audit required by the IRS by September 30th. It is approximately \$50,000 and 2/3 is reimbursable by the State. The direct cost comes immediately back. He is requesting a single source vendor, MGT Consulting Group, that is qualified by the IRS to conduct the work. The Committee concurred.

Sheriff Request

Sheriff Bailey would like ongoing authorization to participate in the National Police Week in Washington DC. The Sheriff's Auction Fund runs approximately \$15,000 per year and he would like to use that funding to cover the cost of travel. Undersheriff Heit reviewed the numbers for both Honor Guard and Motor Guard. The total cost is approximately \$3500. Discussions ensued regarding budget and funding lines. The Committee concurred and Curran will request a resolution when reporting to the full Board.

Q & A with Bill Wolf and BOC Chair Elliott

Curran updated Elliott regarding the Sheriff's request. Discussions ensued.

Resolutions

The following Resolutions were approved and signed:

A1902142 – Approve the Master Services Agreement and Work Order for Bizstream Youth Center Software.

A1902151 – Approve 2018 mileages for Act 51 Certification Maps.
A1902153 – Authorization to apply for RAP grant through MMRMA.

Meeting adjourned at 10:27 am.

Respectfully submitted,



Jennifer Arent