

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the March 5, 2020 Personnel and Human Services Committee Meeting.
Meeting held in Conference Room 4B. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
William Chickering		X	Lora Freehling, Mac Elliott, Bill Wolf
Dave Vollrath	X		
Teri Freehling	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- Meeting called to order at 9:14 a.m.
- Motion by Feehling, supported by Vollrath to approve the minutes of February 27, 2020. 2 yeas, 0 nays, 1 absent, Motion carried.
- Resolution P2003199, a Resolution to approve the grant application for Paw Paw River County Park improvements was reviewed and signed by Commissioner Vollrath.
- Resolution P2003200, a Resolution to approve the grant application for Madeline Bertrand County Park improvements was reviewed and signed by Commissioner Vollrath.

REGISTER OF DEEDS

Register of Deeds Lora Freehling presented the 2019 Annual Report. Highlights included:

- Plat Board meetings/budget
- Organizational structure and staffing of the Register of Deeds Office
- Recorded documents up slightly from 2018; staff records approximately 117 documents a day; e-recording made up 58% of all documents recorded.

Lora then explained the fee structure. In 2014, a \$30 flat recording fee was introduced. This has resulted in higher revenue for the County. Lora also discussed the automation/technology fund. She reminded the Committee that the ROD office has been conducting the foreclosure searches for the Treasurer’s Office since 2011.

Lora mentioned that her future goals included working with I/S to locate a computer in Niles for greater public search accessibility; working with the Surveyor to provide greater access to surveyor field notes, and conducting more community education outreach.

ADMINISTRATOR/CHAIRMAN

Administrator Wolf distributed the updated Parks and Recreation Director job description. He discussed where the position vacancy will be posted and mentioned applications will be accepted through April 1, 2020.

Mac Elliott reviewed the consent calendar.

PUBLIC COMMENT: None

Adjourned 10:10 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director