

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the June 13, 2019 Personnel and Human Services Committee Meeting.

Meeting held in Conference Room 4B. Attendance was as follows:

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

COUNTY ADMINISTRATION

- Meeting called to order at 9:15 a.m.
- Minutes from May 23, 2019 were approved as presented.
- Motion by Commissioner Freehling, supported by Commissioner Chickering to approve the quarterly retirements as presented. 2 yeas, 0 nays, motion carried.
- Resolution P1906006, a Resolution approving the per diem payments for the month of May, totaling \$4,657.44 was reviewed and approved as presented.
- Motion by Commissioner Freehling, supported by Commission Chickering to approve the following advanced step hire/promotion requests:
 - R. Deborah Weithers, FOC Accounting Supervisor, grade 9, step 6, annualized salary of \$57,022
 - Dorothy Parker, NFP Nurse; grade 9, step 4 \$49,076
 - Dwana King, Program Support Specialist; grade 4, step 2 \$22,538 (part-time position)

HEALTH DEPARTMENT

Courtney Davis, Deputy Health Officer, presented and discussed the following Resolutions. All Resolutions were signed by Committee members present.

Resolution P1906250

Title: Medication Management and Opioid Education Program

Type of Resolution: Grant

Financial Implication: Hourly reimbursement (\$75.00/hr)

Main Points:

BCHD is the recipient of funding from the Area Agency on Aging (AAA) for the support of a project entitled "Medication Management and Opioid Education Program" to be delivered across the tri-county region (Berrien, Cass and Van Buren). Van Buren/Cass District Health Department will be an implementation partner on the activities related to medication management for seniors in Van Buren and Cass Counties, providing RNs to complete one-on-one medication assistance support to Seniors as identified and approved by the BCHD program coordinator. The period of partnership will be from June 21st, 2019 through September 30th, 2019. VBCDHD agrees to submit a monthly invoice along with visit summary documents/nurse notes to BCHD for reimbursement related to these activities. BCHD agrees to reimburse at the rate of \$75.00 per hour for services rendered inclusive of preparation, one-on-one assistance time and wrap-up reporting unless modified in writing by the parties.

Resolution P1906251

Title: Create New Job Classification – PHN

Type of Resolution: HR

Financial Implication:

Main Points:

Berrien County Health Department (BCHD) employs Registered Nurses (RN) in a variety of clinical and community health programs under the job classification Public Health Nurse. Limited Practice Nurses (LPN) are able to perform the similar nursing functions as an RN within the public health clinic setting. BCHD wishes to create a two new job classifications that would allow Limited Practice Nurses (LPN) applicants to qualify for the role of a public health nurse at BCHD thereby expanding the potential candidate pool.

CREATE:

Classification: Public Health Nurse I

Grade: 8, FOPLC Union

Classification: Public Health Nurse II

Grade: 9, FOPLC Union

REMOVE:

Classification: Public Health Nurse

Grade: 9, FOPLC Union

Resolution P1906252

Title: MDHHS Teen Pregnancy Prevention Grant Application

Type of Resolution: Application

Financial Implication: grant for \$100,000

Main Points:

Berrien County Health Department (BCHD) serves adolescents in a variety of programs throughout the department focused on providing sexual health education, parenting support, and empowering healthy relationships. Michigan Department of Health and Human Services (MDHHS) is offering a grant opportunity to provide teen pregnancy prevention education to high risk teens to prevent pregnancy and sexually transmitted diseases including HIV. The teen birth rate in Benton Harbor is 42.8 births per 1,000 females ages 10-19 years of age, which is much higher than other at-risk cities in the state of Michigan.

BCHD wishes to apply for this grant opportunity through MDHHS for a total of \$100,000, with a 25% matching contribution, to support teen pregnancy prevention education during the grant period of October 1, 2019 through September 30th, 2020. These funds would be used to support staffing costs, evidence-based curriculum implementation with teens in Benton Harbor to reduce rates of teen pregnancy and STI/HIV.

Resolution P1906253

Title: King Media for Marijuana Education Campaign

Type of Resolution: Contract

Financial Implication:

Main Points:

The Michigan Legislature has appropriated a total of \$3 million dollars for the Medical Marijuana Operation and Oversight grants that are available to counties for education, communication, and outreach.

The Department of Licensing and Regulatory Affairs (LARA) has granted the Berrien County Health Department funds totaling \$45,632 for education and outreach relating to the Michigan medical marijuana program (approved under Resolution P1903178). Berrien County Health Department would like to use a portion of these funds to contract with King Media, a marketing agency (approved vendor under Bid #2019-050) to develop the educational campaign, including creative aspects of the campaign, develop educational materials, and facilitate media buying. The contract period with King Media would be June 10th through December 31st, 2019 for a total cost of \$19,750.

Resolution P1906254

Title: CPBC Amendment #5

Type of Resolution: Contract

Financial Implication: Increase of \$66,700

Main Points:

Michigan Department of Health & Human Services (MDHHS) desires to amend the Comprehensive Agreement (CPBC) for Fiscal Year 2018-2019 with the Berrien County Health Department (BCHD), with the original agreement approved under Resolution P1807263. This agreement ensures the provision of public health services in accordance with the Michigan Public Health Code (P.A. 368 of 1978) and MDHHS policies and protocols. Amendment 5 reflects an additional \$66,700 in overall funding (a \$14,120 increase for Epidemiology and Laboratory Capacity, a \$32,580 increase for the Public Health Emergency Preparedness (PHEP) program, a \$20,000 increase for Family Planning Services). MDHHS requires that this amendment to the Comprehensive Agreement for FY 2018-19, if accepted, be executed through the authorized electronic signature of BCHD Health Officer/Director. The new contract total for the CPBC FY 2018-19 agreement is \$3,447,050.

Courtney then provided the following monthly highlights:

- WIC Project Fresh kick-off even today (June 13). Project fresh is a summer program that provides additional coupons for use by WIC recipients at farmers markets and farm stands.
- Beach water testing/sampling underway.
- Vector Surveillance – tick dragging and mosquito trapping site map provided.
- Dr. John Carter has resigned from the Board of Health effective 10/01/2019

ADMINISTRATOR/CHAIRMAN

Chairman Elliott reviewed the consent calendar. Resolution B1906237, a Resolution to establish operational objectives, was reviewed and discussion ensued regarding what the next step should be to finalize the action. Chairman Elliott shared that he requested the Sheriff's Department provide a heightened presence around common roadways where farm equipment frequently travels. He said farmers are reporting reckless driving and illegal passing by some passenger vehicles that may endanger the driving public safety.

Administrator Wolf announced that an operating agreement should be forthcoming from the Historical Association and that the vendor contract for the classification and compensation study should be ready for Board action on June 27, 2019.

PUBLIC COMMENT

None.

Adjourned 10:26 a.m.

Respectfully submitted,

Shelley Jasper
Human Resources Director