

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the February 5, 2026, Personnel and Human Services Committee Meeting.

Meeting held in conference Room 4B of the County Administration Center. Attendance was as follows:

<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>ALSO PRESENT</b>
Bob Harrison	X		
Julie Wuerfel	X		
Chokwe Pitchford		X	
			Kristin Reynolds, Ellen Moore, Sheriff Heit, Mac Elliot, Mike Sepic

**COUNTY ADMINISTRATION**

- o Meeting called to order at 9:15 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Wuerfel, supported by Commissioner Harrison to approve the minutes of January 22, 2026, as presented. 2 yeas, 0 nays, motion carried.
- o Motion by Commissioner Harrison, supported by Commissioner Wuerfel to approve Executive Assistant 40-hour work week
- o Motion by Commissioner Harrison, supported by Commissioner Wuerfel to approve Custodian 40-hour work week
- o Approved Resolution #P2602146 for complement change for the Sheriff's Office, P2602137 to Renew agreement with Silver Beach Center for parking arrangement, P2602140 to Accept Veterans Service Agency Grant P2602141 for Complement Change Wellbeing Court (formally Mental Health Court), P2502145 for Service Dog for Veterans, P2602135 to Amend funds to reflect increase received, P2602138 to Approve 2026 Fee Schedule, P2602139 for MALPH Wellbeing Mini Grant Request to Apply
- o Kristin Reynolds discussed Personnel Department Updates:
  - o Provided statistics for 2025 data including turnover rates, recruitment and hire rates, processed leaves, and work comp claims
  - o Provided update on tax documents
  - o Provided update on Juvenile Center negotiations
  - o Discussed ongoing searches for county administrator and other urgent vacancies
- o Mac Elliot discussed the personnel department staffing needs regarding benefits and the Gallagher contract.

Adjourned : 10: 30 a.m.

Respectfully submitted,

Kristin Reynolds, MBA, SHRM-CP

Human Resources Director