

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the March 12, 2026, **Personnel and Human Services Committee** Meeting.

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

NAME	PRESENT	ABSENT	ALSO PRESENT
Bob Harrison	X		
Julie Wuerfel	X		
Chokwe Pitchford	X		
			Kristin Reynolds, Guy Miller, Mike Sepic, Mac Elliott,

COUNTY ADMINISTRATION

- Meeting called to order at 9:15 a.m.
- Attendance is reflected above.
- Motion by Commissioner Harrison, supported by Commissioner Wuerfel to approve the minutes of February 26, 2026, as presented. 3 yeas, 0 nays, motion carried.
- Motion by Commissioner Wuerfel, supported by Commissioner Harrison to approve advanced step hire of Megan DeVries for the Administrative Secretary position in Friend of the Courts. 3 yeas, 0 nays, motion carried.
- Motion by Commissioner Wuerfel, supported by Commissioner Harrison to approve advanced step hire of Cicely Maben-Morrow for the Medical Assistant position in the Health Department. 3 yeas, 0 nays, motion carried.
- Motion by Commissioner Wuerfel, supported by Commissioner Harrison to approve advanced step hire of Stephanie Travis for the Program Support Specialist position in Health Department. 3 yeas, 0 nays, motion carried.
- Commissioner Harrison approved pension refunds and rollovers.
- Approved Resolutions:
 - P2603171 – Comprehensive Agreement Amendment #2 25-26
 - P2603173 – Grant application for Madeline Bertrand County Park
 - P2603174 – Accept blood pressure kiosks donation Health Department
 - P2603179 – Apply for Prevention Network Grant for Health Department
 - P2603183 – Approve MOU with Van Buren for EGLE Scrap Trie Clean up
 - P2603184 – Accept grant funds from MALPH
 - P2603003 – Approving per diems
- Kristin reviewed findings of wages for the County Administrator search. The committee determined a posting salary range of \$160,000-180,000. The committee discussed the position information packet from MLI.
- Guy Miller discussed Health Department Updates:
 - Reviewed resolutions related to BCHD
 - Building projects – Vista Technologies and South County Renovations
 - Harm Reduction Program Launch, Rx Kids, Hearing and Vision Screenings, and Immunizations.

Adjourned : 10:24 a.m.

Respectfully submitted,

Kristin Reynolds, MBA, SHRM-CP

Human Resources Director