

**BERRIEN COUNTY BOARD OF COMMISSIONERS**

Minutes of the February 19, 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, Lora Freehling, Mike Sepic, Mac Elliot

**COUNTY ADMINISTRATION**

- o Meeting called to order at 9:41 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Pitchford, supported by Commissioner Wuerfel to approve the minutes of February 12, 2026, as presented. 3 yeas, 0 nays, motion carried.
- o Motion by Commissioner Pitchford, supported by Commissioner Wuerfel to approve advanced step hire of Dayna Black for the Chief Deputy position in Register of Deeds
- o Approved Resolution #P2602154 authorizing the BCHD to accept the LARA grant through the Marihuana Operations and Oversight Grant Program to support education, communication, and outreach related to the Michigan Medical Marijuana Act; Approved Resolution #2602002 approving commissioner per diems.
- o Lora Freehling provided a 2025 year-end review for the Register of Deeds. Updates include:
  - o Recorded docs were up 6.26%, Total receipts were up 19%, and general funds receipts up 16%
  - o Recorded 27,666 recorded documents in 2025 including 19,276 Electronic documents.
  - o Collected \$32,328 for IS and Treasurer; \$2,253,862 for the General Fund, \$9,767,928 for Trust and Agency, creating \$12,054,118 total receipts collected
  - o The total consideration of conveyance documents equated to a \$1,290,574,533 economic impact
  - o 2025 completed automation projects including binder repair, 66,570 documents indexed, plat restoration, Remon Dossier scans, and conferences & trainings.
- o Kristin provided an update regarding brokerage for excess work comp carrier.
- o Mac Elliott and Mike Sepic discussed
  - o Provided updates discussions about Road Department funding occurring in Finance
  - o Discussed status of County Administrator search. Kristin will provide the committee with the most recent County Administrator contract and job description.

Adjourned : 10: 33 a.m.

Respectfully submitted,

Kristin Reynolds, MBA, SHRM-CP

Human Resources Director