

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the April 16, 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, Chris Swihart, Maureen Adams Mike Sepic, Mac Elliott

COUNTY ADMINISTRATION

- Meeting called to order at 9:15 a.m.
- Attendance is reflected above.
- Motion by Commissioner Elliott, supported by Commissioner Harrison to approve the minutes of March 26, 2026, as presented. 2 yeas, 0 nays, motion carried.
- Motion by Commissioner Elliott, supported by Commissioner Harrison to approve step hire increase for Efrain Avila at a grade 9 step 3 for the Wellness Court Resource Coordinator position. 2 yeas, 0 nays, motion carried.
- Chris Swihart discussed the progression of the Mobile CAD project and the inclusion of two staff members associated with the project.
- Commissioner Harrison approved pension refunds and rollovers.
- Approved Resolutions:
 - P2604192 – Collective Bargaining Agreement (this is the subject of the Closed session at the BOC meeting being held tomorrow – ok to sign next week prior to meeting)
 - P2604206 – Annual Remonumentation resolution authorizing Peer Review Group
 - P2604207 – Annual Remonumentation resolution authorizing firms qualified to perform work assignments
 - P2604198 – Authorize letter of intent to apply for Veterans Grant
- Maureen Adams provided an update on Veterans Services including:
 - Annual newsletter has been sent out
 - Grant Update: 1st quarter reimbursement was received for the 2026 CVSF. 2027 CVSF Grant Intent to File & Resolution are before the commissioners.
 - Regional staffing gaps (St. Joseph & Van Buren counties) are driving additional veterans to Berrien for services, increasing workload and capacity strain.
 - Strengthened communication with the VA has improved service coordination and fraud awareness, leading to better guidance for veterans.
 - 12 grant applications processed; \$22K+ awarded in assistance
 - Significant claims outcomes, including increased monthly veteran benefits
 - Continued growth in service volume (claims, walk-ins, and applications all up quarter-over-quarter)
 - Expansion of community engagement, social media reach, and new program initiatives (e.g., Honors Reward Business Program).
- Mike Sepic and Mac Elliott discussed:
 - The future plans for the Three Oaks property
 - Progression of the County Administrator search.

Adjourned : 10:26 a.m.

Respectfully submitted,

Kristin Reynolds, MBA, SHRM-CP

Human Resources Director