



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

December 14, 2021 2:00 PM

Commissioners

Gail Patterson-Gladney, District 1
Kurt Doroh, District 2
Richard Godfrey, District 3
Mike Chappell, District 4
Randall Peat, District 5
Donald Hanson, District 6
Paul Schincariol, District 7

Administrative Affairs Committee Meeting

1. **Call to Order**
Committee Members Present: Commissioner Gail Patterson-Gladney (Chair - remote from home), Commissioner Paul Schincariol, Commissioner Randy Peat

Others in attendance: County Administrator Frank Hardester, Anna Cerven, Emily Hickmott, Daniel Schoonmaker, Kim Babcock,
2. **Additions/Deletions to the Agenda**
None
3. **Approval of Agenda**
Motion to approve the agenda as presented by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried.
4. **Approval of Minutes**
 - A. **11/9/2021 Administrative Affairs Committee Meeting Minutes**
Motion to approve the 11/9/2021 Administrative Affairs Committee Meeting Minutes by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.
5. **Agenda Items**
 - A. **SHRM - Employee Engagement Survey Proposal**
Anna Cerven and Administrator Hardester presented the proposal for the employee engagement survey by SHRM for a cost of \$8,170.00.

Jason Jones presented some example questions available for the survey. Discussion ensued.

Motion to approve moving forward with the survey, with the request to review before being presented to the employees by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.
 - B. **Full-Time Mobile Drug Tester Position Creation**
Rachel Lindley presented her request to hire a full-time mobile drug tester for Specialty Courts. Grant funding would cover 100% of the costs.

Motion to approve hiring a full-time mobile drug tester for Specialty Court by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.

C. USDA Lease Offer for 57418 CR 681, Hartord, MI

Administrator Hardester presented the request to authorize the County Administrator to negotiate and sign lease agreement documentation with the USDA for the property on CR 681. The dollar amount will be brought back to the committee for final approval.

Motion to approve the County Administrator to negotiate and sign lease agreement documentation with the USDA for the property on CR 681 by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.

D. Materials Management Community Engagement Grant

Emily Hickmott and Daniel Schoonmaker presented the Materials Management Community Engagement Grant.

Administrator Hardester stated that the request is to approve the West Michigan Sustainable Business Forum as the designated planning agency for a Materials Management County Engagement Grant. Discussion ensued.

Motion to approve the request by Commissioner Peat; Support by Commissioner Schincariol; Motion: Carried.

E. Re-Appointment of Don Hanson and Gail Patterson-Gladney to the Area Agency on Aging.

The request is to re-appoint Don Hanson and Gail Patterson-Gladney to the Area Agency on Aging to represent Van Buren County. Don Hanson is the vice chair of the organization. The reappointment term would expire in 2 years on 12/31/2023.

Motion to approve the re-appointment of Don Hanson and Gail Patterson-Gladney to the Area Agency on Aging to represent Van Buren County by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.

F. Appointment of Lisa Imus to the Land Bank Authority

The request is to appoint Lisa Imus to represent local government with the Land Bank Authority, with a two-year term expiration date of 12/31/2023.

Motion to approve the appointment of Lisa Imus to the Land Bank Authority by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried.

G. Tax Adjustment Specialist Salary Exception

Kim Babcock presented the request for a salary exception for the Tax Adjustment Specialist to the R23 Step C. The qualified candidate has extensive experience in the field.

Motion to approve the salary exception for the Tax Adjustment Specialist to the salary R23 Step C by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.

6. Adjournment

Motion to adjourn the meeting by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.

Meeting adjourned: 2:48 PM

