

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

May 7, 2020

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, May 7, 2020 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was also available via Zoom.

MEMBERS PRESENT: Jim Martin, Scott Shackleton, Don McLean, and Robert Savoie

MEMBERS ABSENT: Conor Egan

OTHERS PRESENT: David Jahn (via Zoom), Jennifer France (via Zoom), Douglas Welton (via Zoom), Taylor Worsham (via Zoom), Katie Chipman (via Zoom), Jillian Sadler (via Zoom), Bree Carlson (via Zoom), Karen Senkus (via Zoom), Lana Steinhaus (via Zoom), Joyce Carr (via Zoom), Michelle Robbins (via Zoom), Brian Bartlett (via Zoom), Jim German and Kelly Church.

Approval of the Agenda

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve the agenda as presented. On a voice vote, the motion CARRIED.

Public Comment

War Memorial Hospital CEO David Jahn updated the Committee regarding the COVID-19 testing, guidelines and the progress of the hospital, starting elective surgeries. MSU Co-op Extension Representative Bree Carlson reminded the Committee the May is Mental Health Month, and gave dates of webinars and information available from the Extension Offices. Katie Chipman an employee of the Chippewa County Register of Deeds read a statement regarding guidelines and items she felt needed to be addressed regarding the County's preparedness.

Correspondence and Informational Items

The Committee reviewed the Treasurer's investment reports, the VISA billing, the Health Department's Healthcare First summary, the travel report, an item from the Sheriff's Department regarding a contract with Lexis Nexis merging and updating the current contract with the CCSO and the quarterly DTRF/Health Care Fund report. A question regarding the market loss of the County funds was answered.

AGENDA ITEMS

Health Department – FYE 9/30/2019 Audit Presentation – Doug Welton, Anderson, Tackman & Co.

The Committee was updated on the progress of the Chippewa County Health Department's 9/30/2019 Audit; the Health Department has a good year, revenue increased by approximately \$586,000 because of adjustments, lower expenses and revenue matching the prior year. The Audit opinion is Unmodified which is the highest opinion agencies can receive. The Committee was reminded that since the Health Department is fee based and the bottom line can change rapidly.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to accept and approve the FYE 9/30/2019 Audit of the Chippewa County Health Department and to authorize its distribution. On a voice vote, the motion CARRIED.

Health Department – Pink Ribbon #20-01 - \$1,920.62

It was moved by Commissioner McLean, supported by Commissioner Martin, to approve and authorize Pink Ribbon request 20-01 for \$1,920.62. On a voice vote, the motion CARRIED.

Central Dispatch –2019 Stonegarden Grant and Documentation

The Committee reviewed the documents related to FY2018 Operation Stonegarden Grant Agreement that will run from September 1, 2019 to July 31, 2022; the following documents need to be authorized: grant agreement, sub recipient risk assessment certification, certifications regarding lobbying, standard assurances, audit certification and request for taxpayer ID.

Chippewa County Emergency Declaration Extension

The Local County Emergency Declaration Extension was presented to extend for an additional 28-days.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize signatures for the FY2019 Operation Stonegarden Grant Agreement for \$195,000.00 and the required documentation noted above; and to extend the Chippewa County Emergency Declaration an additional 28-days. On a voice vote, the motion CARRIED.

Public Defender – MIDC – Indigent Defense Budget 10/1/2020 to 9/30/2021

The Committee reviewed the proposed Indigent Defense System Budget, which is due May 31st, the funding is similar to the current years with a total budget of \$523,793.20; with the local match of \$228,861.45.

It was moved by Commissioner Martin, supported by Commissioner McLean, to approve the proposed MIDC – Indigent Defense Budget be presented for 10/1/2020 to 9/30/2021; total budget \$523,793.20. On a voice vote, the motion CARRIED.

Register of Deeds – Electronic Recording

Register of Deeds Sharon Kennedy is implementing e-recording, which there is no cost to the County, as all fees are paid by the user. Ms. Kennedy sought approval to sign into Memorandum of Understanding contracts currently with CSC, ePN and Electronic Recording Procedures, which the contracts were attached for review. The Committee was also asked to allow ROD Kennedy to be granted approval to sign any additional contracts for the e-recording services in the future, if additional requests are received.

It was moved by Commissioner McLean, supported by Commissioner Shackleton to approve and authorize Register of Deed Sharon Kennedy to sign the MOU contracts with CSC, ePN and Electronic Recording Procedures, as presented and to authorize ROD Kennedy's to sign future MOU's for e-recording if necessary. On a voice vote, the motion CARRIED.

Animal Control – Remove & Install Kennel Gates \$4,900.00

The Committee was updated on the difficulties of being able to find contractors for work at the shelter, as prior solicitation has not brought in responses. This project had been on hold, until the gates were received and we had a prior quote of \$5,000, but that contractor did not satisfactorily complete the flooring job. The Committee was asked to approve the quote from Celestino Services LLC, to remove and install twenty-five kennel gates at the price of \$4,900.00.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve the quote of \$4,900.00 to Celestino Services LLC, to complete the gate work at the Animal Shelter. On a voice vote, the motion CARRIED.

Administration – County staffing – return to work

The Committee had a lengthy discussion regarding employees currently working remotely and/or on rotation within their offices, as the Committee agreed that it is time for the employees to return to work or for staff to be furloughed or laid off. It was discussed that the Board and Administration have made and continues to make every effort regarding following the CDC recommendations and guidelines regarding the COVID-19 pandemic, but that it can't continue indefinitely. The City of Sault Ste. Marie and many other counties are phasing employees back to work in preparation for reopening to the public. The County has been proactive; including

daily screening for all entering the buildings, gloves, cleaning, social distancing and sneeze guards, that are currently on order. The County was previously directed to determine essential staffing and was able to utilize some staff working remotely or on a rotating basis in and out of the building's offices, but now finds it is time to call all staff back to work as of May 11, 2020.

The return of staffing brought up the discussion of masks, and defining where and when employees and those with business in the buildings should be wearing a cloth mask. The guidelines of wearing masks, encourage everyone to wear, unless a medical condition prevents one being worn. Discussion followed extensively regarding all options.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, that the County will continue to phase staff back to full-time and effective May 11, 2020 all staff who are currently working remotely and /or on rotation within their offices, shall return; those employees will have the option to furlough, if requested due to COVID-19 issues. Employees will be encouraged to wear a cloth face masks, if able. The buildings will remain closed to the general public, except by appointment or scheduled Court hearing, until opened by the State of Michigan. On a voice vote, the motion CARRIED.

Administration - COVID-19 Preparedness and Response Plan

The Committee received and reviewed a proposed COVID-19 Preparedness and Response Plan for Chippewa County, that is required by EO 2020-59; and model was provided by the County's Liability insurance provider M.M.R.M.A.; and the provides instruction and guidelines for returning employees to work. The Plan includes guidelines for protective measures and guidelines to follow if, Chippewa County had employees with suspected or confirmed cases of COVID-19. The County has low exposure, and has deemed all staff essential as of May 11, 2020.

It was moved by Commissioner McLean, supported to Commissioner Martin, to approve the COVID-19 Preparedness and Response Plan, as presented and having Administration continually review and to add or suspend parts of the plan, as necessary. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts

The Committee reviewed the bills and payroll presented for approval.

It was moved by Commissioner McLean, supported by Commissioner Martin, to recommend the approval of April County bills and payroll: general claims \$800,678.14 other fund claims \$4,236,174.89, payroll \$716,338.02, and Health Department claims \$280,491.39 and payroll \$212,723.23 total claims \$6,246,405.95. On a voice vote, the motion CARRIED.

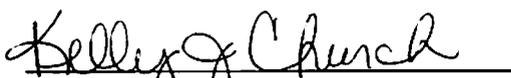
Committee and Chairman Comments

Commissioner McLean received a call that complimented the Board and Administrator German regarding the Board's appointment of Mr. German to the EUP Transportation Authority. Commissioner Savoie received a thank you call regarding the waiving of the food license fees.

Adjourn

It was moved by Commissioner Martin, supported by Commissioner Shackleton to adjourn.

Chairman Martin declared the meeting adjourned at 5:50 p.m.



Kelly J. Church, Recorder



Robert Savoie, Chairman.