

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

August 6, 2020

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, August 6, 2020 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 2:00 p.m. with a quorum present. The meeting was also available via Zoom.

MEMBERS PRESENT: Robert Savoie, Jim Martin, Scott Shackleton (via Zoom), Don McLean, and Conor Egan (via Zoom)

MEMBERS ABSENT: None

OTHERS PRESENT: Erin Carter (via Zoom), Taylor Worsham (via Zoom), Lana Steinhaus (via Zoom), Karen Senkus (via Zoom), Suzanne Lieurance (via Zoom), Jim German and Kelly Church.

Approval of the Agenda

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

Public Comment

None offered

Correspondence and Informational Items

The Committee reviewed the VISA billing, the Health Department's Healthcare First summary, and MERS Retirement & RHVF quarterly reports.

AGENDA ITEMS

PRESENTATION – MSU Co-op Extension District Director, Erin Carter

Erin Carter, the MSU Co-op Extension District Director gave a presentation on the Extension Programming that is available for several different programs including: Heroes to Hives, Beekeeping, Veterans Support Services, SNAP (Supplemental Nutrition Assistance Program), 4-H Program (Jedi training & Padawan training), to name just a few.

Health Department – Pink Ribbon #20.02 - \$1,754.63

The Committee received and reviewed Pink Ribbon request #20.02, in the amount of \$1,754.63.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve Pink Ribbon request #20-02 in amount of \$1,754.63. On a voice vote, the motion CARRIED.

Health Department – DHHS – COVID-19 Funding Notice Awards & Job Description

- Epi Lab Capacity Contact Tracing and Testing - \$232,712 - 10/1/2020 through 9/30-2021
- Epi Lab Capacity Contact Tracing and Testing - \$112,586 -6/1/2020 through 9/30/2020
- ELC Infection Prevention - \$45,000 - 10-1-2020 through 9/30/2021
- ELC Infection Prevention - \$10,000 – 6/1/2020 through 9/30/2020
- Disease Intervention Tech/Case Investigator – job description and salary range

The Committee reviewed the Funding Notice Awards and the new job description.

It was moved by Commissioner Martin, supported by Commissioner McLean, to approve and except the DHHS funding as presented for:

- Epi Lab Capacity Contact Tracing and Testing - \$232,712 - 10/1/2020 through 9/30-2021
- Epi Lab Capacity Contact Tracing and Testing - \$112,586 -6/1/2020 through 9/30/2020
- ELC Infection Prevention - \$45,000 - 10-1-2020 through 9/30/2021
- ELC Infection Prevention - \$10,000 – 6/1/2020 through 9/30/2020

And to approve the job description and salary range for the Disease Intervention Tech/Case Investigator as presented. On a voice vote, the motion CARRIED.

Sheriff Department – Secondary Road Patrol FY21 - \$40,948.00

The Committee reviewed and authorized the Secondary Road Patrol annual request.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve and authorize the \$40,948.00 Secondary Road Patrol request, as presented. On a voice vote, the motion CARRIED.

Sheriff Department – Letter of Understanding – Lease Building #429

The Committee reviewed the Lease Agreement between the Chippewa County EDC and the Chippewa County Sheriff's Office, noting the terms for FY2021 will remain the same as FY2020; the Sheriff's Office paying \$4,800.00 plus electric, and plowing via a separate annual bid.

It was moved by Commissioner Martin, supported by Commissioner Egan, to authorize the Lease between the Chippewa County Sheriff's Office and the Chippewa County EDC, as presented, with the Sheriff's Office paying \$4,800 annual plus being responsible for the electric and snow plowing. On a voice vote, the motion CARRIED.

Sheriff's Office – 4-Wheeler – No Bids Received

The Committee was made aware of the no bids; and the item will be re-bid for the September meeting.

Circuit Court – Family Court – County Child Care Budget Summary (DHS-2091)

The Committee reviewed the annual County Child Care Budget Summary for October 1, 2020 through September 30, 2021 totaling \$821,496.36.

It was moved by Commissioner McLean, supported to Commissioner Martin, acknowledged and accepted the Chippewa County Child Care Budget Summary for October 1, 2020 through September 30, 2021, as presented. On a voice vote, the motion CARRIED.

MIDC/Public Defender contracts – FY2020-2021 (Investigators & Legal Services)

- Investigators
 - Hill Investigations
 - John Metts
 - William Anderson
- Legal Services
 - Mark Dobias
 - Fred Feleppa (FY2020 & FY2021)
 - Chad Peltier

Upon review; the Committee approved the contracts as presented.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve and authorize the FY2020 and FY2021 Investigator and Legal Services contracts as follows:

- **Investigators**
 - **Hill Investigations**
 - **John Metts**
 - **William Anderson**
- **Legal Services**
 - **Mark Dobias**
 - **Fred Feleppa (FY2020 & FY2021)**
 - **Chad Peltier**

On a voice vote, the motion CARRIED.

Register of Deeds Tech Fund

The Committee received additional information on the e-filing project for the Register of Deeds Office; the project will require a new server. Information Systems provided three quotes for the Committee to review, approve purchase and authorization a budget amendment to complete the request.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve the new server purchase, low bid from Yeo & Yeo in the amount of \$2,297.00 and to authorize a budget amendment of the same amount. On a voice vote, the motion CARRIED.

Administration – Authorization to release bids for Copiers for the Sheriff’s Office and Equalization

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to release the bids for new copiers in the Sheriff’s Office and Equalization, which were budgeted for FY2020 purchase. On a voice vote, the motion CARRIED.

Administration – NorthCare 2021 County Liquor Tax Funding Requests

- **Sobriety Court - \$22,500.00**
- **Health Department - \$30,300.00**
- **50th Circuit Drug Court - \$28,000.00**
- **Public Defender’s Office - \$5,000.00**

The Committee reviewed the funding requests for the NorthCare 2021 Liquor Tax Funds, as presented above.

It was moved by Commissioner McLean, supported by Commissioner Martin, to accept and forward FY21 Liquor Tax Funds requests as presented to NorthCare Network – Substance Use Disorders:

- **Sobriety Court - \$22,500.00**
- **Health Department - \$30,300.00**
- **50th Circuit Drug Court - \$28,000.00**
- **Public Defender’s Office - \$5,000.00**

On a voice vote, the motion CARRIED.

Finance - Claims and Accounts

- **July Billing - County and Health Department**
- **Budget Amendments**
- **Beginning Fund Balances to Audit**
- **Establish New Fund 276 – Sheriff’s Special Mental Health Donations**

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to recommend the approval of July County bills and payroll: general claims \$610,200.10 other fund claims \$1,289,222.39, payroll \$842,879.89, and Health Department claims \$203,839.74 and payroll \$284,050.97 total claims \$3,230,193.09; approve the budget amendments, the beginning fund balances from the Audit and to establish Fund 276. On a voice vote, the motion CARRIED.

8/6/2020

Chippewa County
Budget Amendments

Revenue			Original Budget	Amended Budget	Change	Description
101-000-543.000	MDOC Reimbursements	State Sources - Legal PD/MIDC	15,000.00	0.00	(15,000.00)	Transfer from GF to Grant
260-000-543.000	MDOC Reimbursements	State Sources - Legal PD/MIDC	0.00	25,000.00	25,000.00	Transfer to MIDC per Grant requirement
260-000-699.101	Transfer from GF	Transfer	0.00	200,429.48	200,429.48	MIDC Local portion
101-000-699.152	Reimbursement	CDBG	0.00	33,170.00	33,170.00	

\$ 258,599.48

Expenditures			Original Budget	Amended Budget	Change	Description
101-167-703.000	GF-Public Defender	Salaries - Officer	82,060.68	0.00	-82,060.68	Transfer to MIDC per Grant requirement
101-167-704.000	GF-Public Defender	Salaries - Clerks/Deputies	91,644.80	0.00	-91,644.80	Transfer to MIDC per Grant requirement
101-167-715.000	GF-Public Defender	Fringes	51,724.00	15,000.00	-36,724.00	Transfer to MIDC per Grant requirement
260-000-703.167	MIDC Grant	Salaries - Officer	0.00	82,060.68	82,060.68	Transfer from GF to Grant
260-000-704.167	MIDC Grant	Salaries - Clerks/Deputies	0.00	91,644.80	91,644.80	Transfer from GF to Grant
260-000-715.000	MIDC Grant	Fringes	73,280.00	125,004.00	51,724.00	Transfer from GF to Grant
101-999-999-260	Transfer Out MIDC	Transfer	0.00	200,429.48	200,429.48	MIDC Local portion
152-000-999.101	Transfer Out to General Fund	Transfer	0.00	33,170.00	33,170.00	Transfer to GF from Fund 152 CDBG

\$ 248,599.48

8/6/2020

Chippewa County
Budget Amendments
Beginning Fund Balances

	Original Budget	Amended Budget	Change
101-000-390-000	5,538,386.69	5,468,466.36	(69,920.33)
145-000-390-000	53,046.05	63,288.72	10,242.67
146-000-390-000	0.00	0.00	0.00
152-000-390-000	29,633.76	21,600.32	(8,033.44)
166-000-390-000	255.00	106.00	(150.00)
207-000-390-000	25,775.72	21,140.90	(4,634.82)
208-000-390-000	19,594.66	23,998.24	4,403.58
210-000-390-000	0.00	0.00	0.00
211-000-390-000	46,712.99	23,838.47	(22,874.52)
215-000-390-000	149,989.55	167,638.03	17,648.48
216-000-390-000	12,362.96	15,113.00	2,750.04
225-000-390-000	614,079.23	526,863.69	(87,215.54)
226-000-390-000	16,221.45	0.00	(16,221.45)
229-000-390-000	90,519.68	48,713.06	(41,806.62)
230-000-390-000	202,628.97	202,306.38	(322.59)
232-000-390-000	135,467.36	178,237.76	42,770.40
236-000-390-000	1,480.57	7,148.99	5,668.42
255-000-390-000	5,746.32	8,733.92	2,987.60
256-000-390-000	83,034.44	95,612.49	12,578.05
258-000-390-000	30,136.62	28,387.14	(1,749.48)
259-000-390-000	3,274.91	5,474.91	2,200.00
263-000-390-000	33,511.82	41,069.73	7,557.91
264-000-390-000	14,106.74	27,826.51	13,519.77
266-000-390-000	9,489.87	9,035.94	(453.93)
267-000-390-000	60,305.92	69,958.75	9,652.83
268-000-390-000	4,891.44	2,749.56	(2,141.88)
269-000-390-000	1,175.16	218.09	(957.07)
272-000-390-000	1,617.41	1,727.41	110.00
274-000-390-000	3,968.00	322.97	(3,645.03)
282-000-390-000	209,704.95	218,672.51	8,967.56
285-000-390-000	226,749.21	257,070.60	30,321.39
287-000-390-000	1,158.33	1,158.33	0.00
291-000-390-000	0.00	0.00	0.00
294-000-390-000	0.00	0.00	0.00
363-000-390-000	0.00	34,600.00	34,600.00
368-000-390-000	0.00	0.00	0.00
472-000-390-000	7,502.75	7,502.75	0.00

Committee and Chairman Comments

Commissioner Mclean addressed the Committee regarding the Michigan Launch Initiatives vertical and horizontal launch choices of the Michigan Aerospace Manufacturers Association the picks being Oscoda and Marquette sites, and the potential Command Center location.

Adjourn

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

Chairman McLean declared the meeting adjourned at 2:27 p.m.



Kelly J. Church, Recorder



Robert Savoie, Chairman.