

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

August 15, 2019

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, August 15, 2019 at the Chippewa Courthouse Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 12:02 p.m. with a quorum present.

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

**MEMBERS ABSENT:** Conor Egan

**OTHERS PRESENT:** Karen Senkus, Lana Forrest, Jim German and Kelly Church

## Approval of the Agenda

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

## Public Comment

No public comment was offered.

## Correspondence and Informational Items

The Committee reviewed the Treasurer's investment reports, the monthly travel report, and the Health Department's HealthcareFirst summary, the VISA billing, prescription savings report from 44 North, the quarterly DTRF-RHVF balances report, and a MIDC letter indicating the 2019-2020 has been approved. The 2020 Budget Schedule was also included in the packet.

## AGENDA ITEMS

### Health Department – CCHD Annual Report 2018

The Committee reviewed and had questions on the Health Department's Annual Report for 2018; followed by a motion to approve as presented and distributed.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize distribution of the Chippewa County Health Department 2018 Annual Report, as presented. On a voice vote, the motion CARRIED.

### Health Department – Brimley Schools Mental Health Program

- Service Agreement between CCHD and Brimley Area Schools
- Policy 7.01.060 – Minor Consent
- Policy 7.01-.061 – Clinical Records
- Policy 7.01-062 – Confidential Services and Billing

The Committee reviewed the agreement and policies provided to establish behavioral health services between the Chippewa County Health Department and the Brimley Area Schools in accordance with the regulations set forth by the Michigan Department of Health and Human Services Child and Adolescent Health Care division via grant dollars.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize the Service Agreement between CCHD and Brimley Area Schools; Policy 7.01.060 – Minor Consent; Policy 7.01-.061 – Clinical Records and Policy 7.01-062 – Confidential Services and Billing, as presented. On a voice vote, the motion CARRIED.

### **Public Defender – Legal Services for 10/1/2019 through 9/30/2020**

- **MIDC 2019-2020 Legal Services Agreements (Compliant)**
  - **Chad Peltier, Mark Dobias and Brian Rahilly**
- **MIDC 2019-2020 Legal Services Agreements (Non-Compliant)**
  - **James Bias, Wm. Dyke Justin, Sara MacGregor and Tony Ruiz**

The Committee reviewed the MIDC Legal Services Agreements both compliant with the necessary training and the non-compliant without the training. The difference in the contract is not monetary but in length of contract the non-compliant ends December 31, 2019, and the attorneys must provide the MIDC proof of 12 Continuing Legal Education credits to extend the contracts.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the MIDC legal services contract compliant (Peltier, Dobias and Rahilly) and non-compliant (Bias, Justin, MacGregor and Ruiz), as presented. Compliant expiring 9/30/2020 and the non-compliant expiring 12/31/2019 unless proof of Continuing Legal Education credits are provided. All agreements to be paid only from the MIDC grant proceeds. On a voice vote, the CARRIED.

### **Public Defender – Non solicited Private Investigators Quote**

The Committee received an unsolicited quote for private investigator services for the MIDC grant; two times previously this position was advertised with no response.

It was moved by Commissioner McLean, to approve the quote as presented; the motion died from lack of support.

Administration was directed to work with Public Defender France to write the contract, including job description for the investigator with limitations regarding payment only being made through MIDC grant funding. There will be a clause which cancels the contract if the State of Michigan MIDC withdraws the grant funding, the same as the employees and attorneys paid via the grant; and, to submit the updated agreement and description for the September Finance meeting.

### **Sheriff Department Bid Summary ORV Side-by-Side**

Two bids were received for a side-by-side ORV with trade-in: one that met specifications and one that did not, both were timely. Clarification was sought by Undersheriff Postma regarding approval of the color and pricing with regard to the trade-in winch. Chippewa Motors quoted \$22,154 less trade-in of \$4,500 leaving amount due of \$17,654.00 for a 2020 Polaris Ranger XP 1000, premium sand metallic in color with ride command package.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the purchase of the 2020 Polaris Ranger XP 1000 RFQ from Chippewa Motors with Stonegarden monies at a price not to exceed \$17,654 including the savings from the trade-in of a 2013 Polaris 4-Wheeler. On a voice vote, the motion CARRIED.

### **Sheriff – Travers & Associates – Drone Insurance**

The Committee reviewed and authorized a quote from Travers & Associates to cover the Sheriff's Department drone aircraft in the amount of \$2,229.58 annually for physical damage.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the drone aircraft insurance with Travers & Associates. On a voice vote, the motion carried.

### **Sheriff – Out-of-State Travel (warrant pick-up & drone travel)**

The Committee reviewed two out-of-state travel requests seeking approval, one for a warrant pick-up in Tennessee and clarification on the attendees going to the drone training and pick-up.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the out-of-state travel for a warrant pick-up and approve the changes and charges for the drone training and pick-up as presented. On a voice vote, the motion CARRIED.**

**Sheriff Department – Secondary Road Patrol Grant Application**

The Committee reviewed the Secondary Road Patrol Grant Application for October 1, 2019 to September 30, 2020 estimated personnel charges of \$156,612.

**It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve and authorize submitting the Secondary Road Patrol Grant Application as presented. On a voice vote, the motion CARRIED.**

**Animal Control Shelter – Release RFQ – Sandblasting/painting kennels**

The Committee reviewed the RFQ for sandblasting/painting of the kennels.

**It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the release of the RFQ – Sandblasting/painting shelter kennels, as presented. On a voice vote, the motion CARRIED.**

**Administration – Short Term-Long Term-Life Insurance Renewal**

The Committee reviewed the proposal for renewal completed by 44 North for the County employees short term disability, long term disability and life insurance. By changing to The Hartford effective September 1, 2019, the county will be able to save approximately \$15,216.02 annually and provide the same benefits to the employees.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize the change to The Hartford for employee's short-term disability, long-term disability and life insurance effective September 1, 2019, based on the renewal from 44 North. 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 Savoie, supported by Commissioner McLean, to recommend the approval of July bills and payroll as follow: the general claims totaling \$292,156.37, other fund claims \$356,474.98 payroll \$517,608.76, Health Department claims \$234,004.98 and Health Department payroll \$178,912.65 total claims \$1,579,157.74 and vouchers H-1 through H-289. On a voice vote, the motion CARRIED.**

**Finance – Budget Amendments**

The Committee reviewed budget amendments totaling \$484,495.75 in expenses and \$15,200.38 in revenue; \$350,000 to MERS from the 2018 fund balance for MERS retirement unfunded liabilities; \$45,000 for legal expenses primarily for the Meijer tax tribunal shared costs; \$28,540 for jail Section A work being the larger amendments.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the budget amendments as presented. On a voice vote, the motion was CARRIED.**

8/15/2019		Chippewa County				
		Budget Amendments				
Revenue			Original Budget	Amended Budget	Change	Description
101-000-507.400	General Fund	Regional Planning Grant	0.00	2,800.00	2,800.00	Grant Proceeds
152-000-541.040	MEDC-CDBG	Small Cities/Home Improvement	40,000.00	42,000.00	2,000.00	Loan Payoff Increased
208-000-543.100	911 State Trng Fund	Training Fund	11,231.62	14,370.00	3,138.38	Additional Revenue
211-000-506.100	OES	OES - Preparedness Grant	0.00	7,262.00	7,262.00	Install Knox boxes
					15,200.38	
Expenditures						
101-131-715.000	General Fund	Circuit Court Fringe	127,630.00	144,080.00	16,450.00	MERS UAL from FY18 Fund Balance
101-131-850.000	General Fund	Circuit Court Telephone	750.00	2,000.00	1,250.00	Telephone contract Abilita
101-132-715.000	General Fund	Family Court Fringe	99,130.00	111,280.00	12,150.00	MERS UAL from FY18 Fund Balance
101-132-806.000	Juvenile Court	Transcripts	1,200.00	7,200.00	6,000.00	Appeals Case fees for transcripts
101-132-807.000	Juvenile Court	Legal Fees	14,000.00	20,000.00	6,000.00	Appeals Case fees for attorney
101-132-850.000	General Fund	Family Court Telephone	1,200.00	2,200.00	1,000.00	Telephone contract Abilita
101-136-715.000	General Fund	District Court Fringe	182,884.00	205,284.00	22,400.00	MERS UAL from FY18 Fund Balance
101-136-850.000	General Fund	District Telephone	1,200.00	2,500.00	1,300.00	Telephone contract Abilita
101-141-715.000	General Fund	FOC Fringe	190,512.00	214,662.00	24,150.00	MERS UAL from FY18 Fund Balance
101-148-715.000	General Fund	Probate Court	95,436.00	107,636.00	12,200.00	MERS UAL from FY18 Fund Balance
101-148-850.000	General Fund	Probate Telephone	500.00	1,100.00	600.00	Telephone contract Abilita
101-167-715.000	General Fund	Public Defender Fringe	40,993.00	45,793.00	4,800.00	MERS UAL from FY18 Fund Balance
101-167-850.000	General Fund	Public Defender Telephone	0.00	500.00	500.00	Telephone contract Abilita
101-172-715.000	General Fund	Administrator Fringe	70,224.00	79,324.00	9,100.00	MERS UAL from FY18 Fund Balance
101-172-850.000	General Fund	Administrator Telephone	1,000.00	2,300.00	1,300.00	Telephone contract Abilita
101-174-715.000	General Fund	Info Sys Fringe	83,007.00	91,807.00	8,800.00	MERS UAL from FY18 Fund Balance
101-174-850.000	General Fund	Info Sys Telephone	700.00	1,300.00	600.00	Telephone contract Abilita
101-215-715.000	General Fund	Clerk Fringe	89,325.00	99,925.00	10,600.00	MERS UAL from FY18 Fund Balance
101-215-850.000	General Fund	Clerk Telephone	600.00	1,600.00	1,000.00	Telephone contract Abilita
101-225-715.000	General Fund	Equalization Fringe	84,002.00	90,202.00	6,200.00	MERS UAL from FY18 Fund Balance
101-225-850.000	General Fund	EQ Telephone	600.00	1,200.00	600.00	Telephone contract Abilita
101-229-715.000	General Fund	PA Fringe	139,921.00	145,171.00	5,250.00	MERS UAL from FY18 Fund Balance
101-229-850.000	General Fund	PA Telephone	1,000.00	2,200.00	1,200.00	Telephone contract Abilita
101-230-715.000	General Fund	SC Fringe	38,790.00	44,790.00	6,000.00	MERS UAL from FY18 Fund Balance
101-231-715.000	General Fund	VA Fringe	46,378.00	52,378.00	6,000.00	MERS UAL from FY18 Fund Balance
101-238-715.000	General Fund	ROD Fringe	122,090.00	138,640.00	16,550.00	MERS UAL from FY18 Fund Balance
101-238-850.000	General Fund	ROD Telephone	600.00	1,400.00	800.00	Telephone contract Abilita
101-253-715.000	General Fund	Treasurer Fringe	124,646.00	141,196.00	16,550.00	MERS UAL from FY18 Fund Balance
101-253-850.000	General Fund	Treasurer Telephone	500.00	1,200.00	700.00	Telephone contract Abilita
101-257-715.000	General Fund	Co-op Fringe	26,886.00	32,886.00	6,000.00	MERS UAL from FY18 Fund Balance
101-257-850.000	General Fund	Co-op Telephone	900.00	1,600.00	700.00	Telephone contract Abilita
101-265-715.000	General Fund	B&G Fringe	79,414.00	91,414.00	12,000.00	MERS UAL from FY18 Fund Balance
101-265-850.000	General Fund	B&G Telephone	100.00	225.00	125.00	Telephone contract Abilita
101-265-979.000	General Fund	B&G Equipment	0.00	2,200.00	2,200.00	Riding Lawn Mower
101-275-802.000	General Fund	Drain Commissioner	0.00	150.00	150.00	Drain Commissioner Dues
101-284-715.000	General Fund	Surveyor Fringe	19,610.00	24,060.00	4,450.00	MERS UAL from FY18 Fund Balance
101-301-715.000	General Fund	Sheriff-Road Fringe	400,132.00	446,182.00	46,050.00	MERS UAL from FY18 Fund Balance
101-301-850.000	General Fund	Sheriff-Road Telephone	6,500.00	13,000.00	6,500.00	Telephone contract Abilita
101-351-715.000	General Fund	Sheriff-Jail Fringe	660,445.00	723,595.00	63,150.00	MERS UAL from FY18 Fund Balance
101-360-715.000	General Fund	Animal Control Fringe	69,776.00	78,676.00	8,900.00	MERS UAL from FY18 Fund Balance
101-400-801.507	General Fund	Regional Planning- Grant	0.00	2,800.00	2,800.00	Grant Expenses
101-681-715.000	General Fund	Veteran Affairs Fringe	12,990.00	13,190.00	200.00	MERS UAL from FY18 Fund Balance
101-681-850.000	General Fund	Veteran Affairs Telephone	200.00	450.00	250.00	Telephone contract Abilita
101-852-803.000	General Fund	Plat Books	0.00	2,135.00	2,135.00	Plat Book Expenses
101-878-701.000	General Fund	Legal Services	15,000.00	60,000.00	45,000.00	Meijer Tax Tribunal Expenses
147-000-715.000	Building Inspector	BI Fringe	25,877.00	26,077.00	200.00	MERS UAL from FY18 Fund Balance
152-000-808.000	MEDC-CDBG	Small Cities - Home Improvement	40,000.00	42,000.00	2,000.00	MEDC-CDBG Expense
208-000-706.000	911 State Training Fund	Training Fund	2,700.00	5,838.38	3,138.38	Additional Training
211-000-715.000	OES	OES Fringe	31,853.00	36,303.00	4,450.00	MERS UAL from FY18 Fund Balance
211-000-979.100	OES	OES -Preparedness Grant	0.00	7,262.00	7,262.00	Install Knox Boxes
212-000-715.000	Central Dispatch	Central Dispatch Fringe	209,861.00	237,411.00	27,550.00	MERS UAL from FY18 Fund Balance
225-000-935.000	Correctional Facility	Correctional Facility Maintenance	55,640.00	84,180.00	28,540.00	Jail - Section A -BOC approved 12/20/2018
226-000-979.000	General Fund	Building Maintenance Fund	0.00	9,245.37	9,245.37	Building Maintenance (Blinds)
232-000-850.000	Community Corrections	Community Corrections Telephone	500.00	1,000.00	500.00	Telephone contract Abilita
260-000-715.000	MIDC Grant	MIDC Fringe	70,353.00	70,703.00	350.00	MERS UAL from FY18 Fund Balance
267-000-862.000	Road Patrol OT Fund	Prison Transports	0.00	500.00	500.00	Increased Expenses
					484,495.75	

**Committee/Chairman Comments**

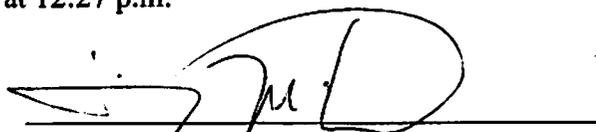
No additional comments.

**Adjourn**

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

Chairman Martin declared the meeting adjourned at 12:27 p.m.

  
 Kelly J. Church, Recorder

  
 Jim Martin, Chairman.