

**CHIPPEWA COUNTY  
BOARD OF COMMISSIONERS**

Organizational Meeting  
January 2, 2017

The Chippewa County Board of Commissioners met on Monday, January 2, 2017 at 12:00 p.m. for their Organizational meeting in the 91st District Courtroom.

Present: Commissioners Conor Egan, Jim Martin, Don McLean, Robert Savoie and Scott Shackleton

Also Present: James Traynor, Richard Timmer, Julie Timmer, George Kinsella, Jim Moore, Lana Forrest, Karen Senkus, Clayton McGahey, Scott Brand, Sherriff Mike Bitnar, Treasurer Marjorie Hank, Tom Farnquist, Michelle Robbins, Deputy Administrator Kelly Church, Administrator Jim German and Cathy Maleport, Clerk.

The clerk called the meeting to order at 12:05 p.m. The Pledge of Allegiance to the Flag of the United States of America was recited.

The Oath of Office was given by County Clerk Maleport to all the Commissioners.

**ELECTION OF CHAIRMAN**

The County Clerk called for nominations for the position of Chairman.

It was moved by Commissioner Egan, seconded by Commissioner Martin, to nominate Commissioner Scott Shackleton; having no further nominations, a roll call vote was taken as follows:

Yeas: Commissioners Egan, Martin, McLean, Savoie and Shackleton

Nays: None

Commissioner Shackleton was re-elected as Chairman for the Chippewa County Board of Commissioners.

**ELECTION OF VICE CHAIRMAN**

Chairman Shackleton proceeded and called for nominations for the position of Vice-Chair.

It was moved by Commissioner Martin, seconded by Commissioner Egan, to nominate Commissioner McLean as Vice-Chair. Chairman Shackleton called for additional nominations and none were forthcoming.

It was moved by Commissioner Martin, seconded by Commissioner Egan, to cast a unanimous ballot to elect Don McLean as Vice Chairman. On a voice vote, the motion carried.

Yeas: Commissioners Egan, Martin, McLean, Savoie and Chairman Shackleton

Nays: None

Commissioner McLean was re-elected as Vice-Chairman.

It was moved by Commissioner Egan, seconded by Commissioner McLean, to approve the agenda as submitted with one addition - Number 10, Commissioners Comments. On a voice vote, the motion carried.

#### PUBLIC COMMENTS

- No public comments were offered.

#### NEW BUSINESS

##### A. Resolution to Dissolve the Board of Health and By-laws

Chairman Shackleton indicated that if this is approved it would operationally make the Health Department more like any other department of the county.

It was moved by Commissioner Savoie, seconded by Commissioner Martin, to dissolve the Board of Health and By-laws and approve Resolution No. 17-01 as presented below.

A discussion followed with Commissioner McLean stating that he believes this matter should have been taken up at a workshop. He suggested that they keep that in mind, when they move forward with decisions of this magnitude.

Commissioner Savoie communicated that he believes less government is better and that they have to get a financial handle on the situation. We have an opportunity to eliminate a whole layer of government and in doing so we can save \$20,000 to \$25,000 that we're paying the Health Board. He went on to say, we can have direct accountability, a better line of communication, and hopefully provide more services with the money that we save.

Commissioner Martin stated Commissioner Mclean is absolutely correct, this could have probably been done better; but, he is looking at all their deficit. He explained that this isn't something we could kick down the road, for even another month, this had to happen. There is no way the health department can survive the way they're going. He went on to say both Commissioner Savoie and Commissioner McLean had very valid points; this is just the way it came about.

Chairman Shackleton explained that he felt that there was a lot of informal conversation over the last couple months that brought this on to the agenda. He indicated Commissioners always have an opportunity to debate it now, and to vote on it. He advised he would keep Commissioner McLean's concerns in mind as we move forward as well, to make sure that's addressed.

#### **RESOLUTION NO. 17-01**

#### **RESOLUTION TO DISSOLVE AND REVOKE THE BOARD OF HEALTH AND ITS BYLAWS**

**WHEREAS**, it is the intent of the Chippewa County board of Commissioners to dissolve the current structure of the Board of Health, revoke the Bylaws of said Board of Health, and assume all duties, responsibilities, and continued operations of the Board of Health, and

**WHEREAS**, in all relevant operations and documentation, including but not limited to the Chippewa County Health Department policies and procedures, the Chippewa County Board of Commissioners will have oversight, employer, and/or controlling interest in place of the Board of Health, and

**WHEREAS**, the Board of Commissioners expresses its appreciation to the members of the Board of Health, both past and present, for their efforts and achievements while serving as a Board of Health member, and

**WHEREAS**, the Chippewa County Board of Commissioners acknowledges that the Chippewa County Health Department are mandated by law to maintain the health of county residents, prevent disease, and protect individuals from environmental hazards, and

**DOES FURTHERMORE PLEDGE** to maintain the Mission Statement of the Board of Health, which is: "To contribute to the present and future health of persons residing, visiting and working in our service areas by direct provision of services; by facilitating the delivery of services provided by others; and by monitoring and regulating activities that may have impact on the health of these communities."

**THEREFORE BE IT RESOLVED** that effective January 2, 2017, the Board of Health is dissolved, its Bylaws revoked, and all of its duties, responsibilities, and continued operations transferred to the Chippewa County Board of Commissioners as that responsibility and oversight including but not limited to management of personnel and programming is permanently returned to the Chippewa county Board of Commissioners.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

Ayes: Commissioners Egan, Martin, McLean, Savoie and Chairman Shackleton

Nays: None

***THE RESOLUTION WAS DECLARED ADOPTED***

**B. County Health Department's Annual Policy Review**

It was moved by Commissioner McLean, seconded by Commissioner Martin, to approve the County Health Department's Annual Policy Review. On a voice vote, the motion carried. (*See attached Exhibit A*)

**C. County Health Department's Mission Statement Review**

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to approve the County Health Department's Mission Statement. On a voice vote, the motion carried. (*See attached Exhibit B*)

**D. County Health Department's Organizational Chart Review**

It was moved by Commissioner Savoie, seconded by Commissioner McLean, to approve the County Health Department's Organizational Chart Review. On a voice vote, the motion carried. (*See attached Exhibit C*)

**E. County Health Department Citation Radar Road waive staff fees request from Central Savings Bank (\$8,005.37 of \$15,530.79)**

Chairman Shackleton indicated that this is regarding property on Radar Road that had a septic tank catastrophic failure. The Health Department went out and had direct staff costs in

addressing this issue, making the site safe and secure. He went on to say that Central Savings Bank holds a mortgage on that property and the owner is looking to sell it. The bank has requested that we reduce the staff fee by 50%. Mr. Meister has assured him that the transfer is going to a responsible property owner that is going to improve the property.

It was moved by Commissioner Savoie, seconded by Commissioner Martin, to reduce the staff fee by 50% contingent on the property changing hands within 90 days and that all property taxes are paid upon closing. A discussion followed.

It was the consensus of the Board that it's in everyone's best interest to get it back on the tax rolls and put the property in production and part of the community.

On a voice vote, the motion carried.

F. BOARD OF HEALTH FROM 12-22-2016

1) Approve the December Claims and Accounts - \$479,528.23

It was moved by Commissioner Savoie, seconded by Commissioner McLean, to approve the December Board of Health Claims and Accounts. On a voice vote, the motion carried. (*See Exhibit D*)

2) Hospice Self Pay Referrals

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to table this item. On a voice vote, the motion carried.

3) Approve the write-off of Personal Health accounts - \$2,569.67.

It was moved by Commissioner McLean, seconded by Commissioner Egan, to approve the write-off of Personal Health accounts in the amount of \$2,569.67. On a voice vote, the motion carried. (*See Exhibit E*)

4) Approve the non-waiver for travel vaccine fee as requested.

Chairman Shackleton indicated that a staff member who provides the travel vaccine has requested to waive the travel vaccine education fee, for her son who will be traveling to Guatemala.

It was moved by Commissioner McLean, seconded by Commissioner Martin, to support the request for that waiver. A discussion followed.

It was the consensus of the Board that it's sort of giving special treatment to a child because they're a child of the Health Department's employee. It is questionable precedence to be setting.

On a voice vote:

Yeas: None

Nays: Commissioners Egan, Martin, McLean, Savoie and Chairman Shackleton.

**The motion failed.**

**G. Amend Chippewa County Recycling Committee for Chippewa County By-laws**

It was moved by Commissioner McLean, seconded by Commissioner Egan, to approve the amended Chippewa County Recycling Committee for Chippewa County By-laws. (*See Exhibit F*) A discussion followed.

On a voice vote, the motion carried.

**H) Dissolve OES Committee (Article V, Section 8) and Update Emergency Management Resolution 94-19**

Chairman Shackleton explained that the OES Committee, required in the past, three Board members. The OES *Office of Emergency Services* and 911 which is also called Central Dispatch meet at the same time. He explained that he had asked Ms. Church to check with the department head at 911 and OES about reducing the number of members. Ms. Church came back with a recommendation to dissolve the OES Board, that many other counties do not have one. Ms. Church has assured him, that operationally it's not going to change anything. We will continue to have 911.

It was moved by Commissioner McLean, seconded by Commissioner Martin, to dissolve the OES Committee and approve the Resolution No. 17-02 as follows:

**RESOLUTION NO. 17-02**

## **RESOLUTION TO DISSOLVE AND REVOKE THE OFFICE OF EMERGENCY SERVICES COMMITTEE**

**WHEREAS**, it is the intent of the Chippewa County Board of Commissioners to dissolve the current structure of the Office of Emergency Services Committee, revoke the Bylaws of said Office of Emergency Services Committee, and assume all duties, responsibilities, and continued operations of the Office of Emergency Services, and

**WHEREAS**, in all relevant operations and documentation, including but not limited to the Chippewa County Office of Emergency Services Committee policies and procedures, the Chippewa County Board of Commissioners will have oversight, employer and/or controlling interest in place of the Office of Emergency Services Committee, and

**WHEREAS**, the Board of Commissioners expresses its appreciation to the members of the Office of Emergency Services Committees, both past and present, for their efforts and achievements while serving as members, and

**DOES FURTHERORE PLEDGE** to maintain Emergency Management Resolution 94-19, replacing “Office of Emergency Services Committee” with Chippewa County Board of Commissioners, as needed.

**THEREFORE BE IT RESOLVED** that effective January 2, 2017, the Office of Emergency Services Committee is dissolved, its Bylaws revoked, and all of its duties, responsibilities, and continued operations transferred to the Chippewa County Board of Commissioners as that responsibility and oversight including but not limited to management of personnel and programming is permanently returned to the Chippewa county Board of Commissioners.

A roll call vote was taken as follows:

Ayes: Commissioners Egan, Martin, McLean, Savoie and Chairman Shackleton

Nays None

THE RESOLUTION WAS DECLARED ADOPTED.

I Appointment to Various Boards, Committees and Agencies.

**Chippewa County Building Authority** – 2 appointments – *expires 12-31-2017*

*Current Members: James Traynor and Nicholas Huyck.*

*Candidates: Earl Kay, Clayton McGahey, Ronald Meister and James Traynor*

**On a roll call vote:**

Commissioner Egan – James Traynor  
Commissioner Martin – James Traynor  
Commissioner McLean – James Traynor  
Commissioner Savoie – James Traynor  
Chairman Shackleton – James Traynor

Having two positions to fill, an additional roll call vote was taken as follows:

Commissioner Egan - Clayton McGahey  
Commissioner Martin – Earl Kay  
Commissioner McLean – Earl Kay  
Commissioner Savoie – Earl Kay  
Chairman Shackleton – Clayton McGahey

James Traynor and Earl Kay were appointed to the Chippewa County Building Authority Board for a term to expire 12/31/2017.

**Building Code of Appeals** - 3 appointments – expires 12/31/2018

*Current members: Kathy Cairns, Joan Marie Roney and Samuel White*

*Candidates: Kathy Cairns, Clayton McGahey and Samuel White*

It was moved by Commissioner McLean, seconded by Commissioner Egan, to cast a unanimous ballot for the three applicants, Kathy Cairns, Clayton McGahey and Samuel White to the Building Code of Appeals Board to expire 12/31/2018. On a voice vote, the motion carried.

**Department of Health & Human Services** – 1 Appointment, expires 12/31/2019

*Current member: John Kibble*

*Candidates: John Kibble, Peggy Starr and Kevin White*

**On a roll call vote:**

Commissioner Egan – John Kibble  
Commissioner Martin – John Kibble  
Commissioner McLean – Kevin White  
Commissioner Savoie – John Kibble  
Chairman Shackleton – John Kibble



John Kibble having received the majority vote was re-appointed to the Department of Health & Human Services Board for a term to expire 12/31/2019.

**Department of Veterans Affairs** – 1 appointment, expires 3/31/2021

*Current Member: Nicholas Huyck*

*Candidates: Don Cooper, Nicholas Huyck and Travis Rondeau*

**On a roll call vote:**

Commissioner Egan – Nicholas Huyck

Commissioner Martin – Nicholas Huyck

Commissioner McLean – Nicholas Huyck

Commissioner Savoie – Don Cooper

Chairman Shackleton - Don Cooper

Nicholas Huyck having received the majority of the votes was reappointed to the Department of Veterans Affairs Board for a term to expire 3/31/2021.

**Economic Development Corporation** – 1 appointment, expires 3/31/2023

*Current member: Richard Brawley*

*Candidates: Richard Brawley, Bradley Ormsbee, James Raffaele and Kevin White*

**On a roll call vote:**

Commissioner Egan – Richard Brawley

Commissioner Martin – Richard Brawley

Commissioner Mclean – Richard Brawley

Commissioner Savoie – Richard Brawley

Chairman Shackleton - Richard Brawley

Richard Brawley was reappointed to the Economic Development Corporation Board for a term to expire 3/31/2023.

**E 9-1-1 Board** - One appointment, expires 12/31/2018

*Current member: George Kinsella*

*Candidates: Norman Jahn, Earl Kay, George Kinsella and James Traynor*

A roll call vote was taken as follows:

*Round 1*

Commissioner Egan – George Kinsella  
Commissioner Martin – Earl Kay  
Commissioner McLean – George Kinsella  
Commissioner Savoie – James Traynor  
Chairman Shackleton - Earl Kay

*Round 2 narrowed down to two*

Commissioner Egan – George Kinsella  
Commissioner Martin – Earl Kay  
Commissioner McLean – George Kinsella  
Commissioner Savoie - Earl Kay  
Chairman Shackleton - Earl Kay

Earl Kay having received the majority of votes was appointed to the E 9-1-1 Board for a term to expire 12/31/2018.

**Hiawatha Behavioral Health Board** - 1 appointment, expires: 3/31/2020

*Current member: Kathy Cairns*

*Candidates: Kathy Cairns, Ronald Meister, Jim Moore and Robin Lynne Savoie*

**A roll call vote was taken as follows:**

Round 1

Commissioner Egan – Kathy Cairns  
Commissioner Martin – Ron Meister  
Commissioner McLean – Jim Moore  
Commissioner Savoie – Jim Moore  
Chairman Shackleton - Ron Meister

Round 2 narrowed down to two

Commissioner Egan – Ron Meister  
Commissioner Martin – Ron Meister  
Commissioner McLean – Jim Moore  
Commissioner Savoie - Jim Moore  
Chairman Shackleton – Ron Meister

Ron Meister having received the majority of votes was appointed to the Hiawatha behavioral Health Board for a term to expire 3/31/2020.

**Jury Commission** – 1 appointment, expires 4/30/2023

*Current member: Marjean Roe*

*Candidates: Norman Jahn, Sandra Rink and Marjean Roe*

**A roll call vote was taken as follows:**

Round 1

Commissioner Egan – Norman Jahn  
Commissioner Martin – Norman Jahn

Round 2 narrowed down to two

Commissioner Egan – Norman Jahn  
Commissioner Martin – Norman Jahn

Commissioner McLean – Sandra Rink  
Commissioner Savoie – Marjean Roe  
Chairman Shackleton - Marjean Roe

Commissioner McLean – Marjean Roe  
Commissioner Savoie – Marjean Roe  
Chairman Shackleton - Marjean Roe

Marjean Roe having received the majority votes in round two was reappointed to the Jury Board for a term to expire: 4/30/2023.

**Road Commission** – 1 appointment, expires 12/31/2022

*Current member: Richard Timmer*

*Candidates: Richard Timmer, Anthony Stackpoole and James Traynor*

**On a roll call vote:**

Commissioner Egan – Richard Timmer  
Commissioner Martin – Richard Timmer  
Commissioner McLean – Richard Timmer  
Commissioner Savoie – Richard Timmer  
Chairman Shackleton - Richard Timmer

Richard Timmer was reappointed to the Chippewa County Road Commission Board for a term to expire: 12/31/2022.

**Substance Abuse Disorder Policy Board** – 1 appointment, expires 7/30/2020

*Current member Jim Moore*

It was moved by Commissioner McLean, seconded by Commissioner Martin, to cast a unanimous ballot for Jim Moore to be reappointed to the Substance Abuse Policy Board. On a voice vote, the motion carried.

Jim Moore was reappointed to the Substance Abuse Disorder Policy Board for a term to expire 7/30/2020.

**Superior District Library Board** – 1 appointment, expires 12/31/2019

*Current member Karen McClenny*

*Candidates: Nancy Berkompas, Karen McClenny and Sandra Rink*

**On a roll call vote:**

Commissioner Egan – Sandra Rink  
Commissioner Martin – Karen McClenny

Commissioner McLean – Karen McClenny  
Commissioner Savoie – Nancy Berkompas  
Chairman Shackleton - Karen McClenny

Karen McClenny having received the majority of votes was re-appointed to the Superior District Library Board for a term to expire 12/31/2019.

**E.U.P. Transportation Authority Board** – 1 appointment, expires 12/31/2019

*Current member: Ted Postula*

*Candidates: Conor Egan, Nicholas Huyck, George Kinsella, Clayton McGahey, Bradley Ormsbee and Ted Postula*

**A roll call vote was taken as follows:**

**Round 1**

Commissioner Egan – Conor Egan  
Commissioner Martin – George Kinsella  
Commissioner McLean – Conor Egan  
Commissioner Savoie – Ted Postula  
Chairman Shackleton - Ted Postula

**Round 2 narrowed down to two**

Commissioner Egan – Conor Egan  
Commissioner Martin – Conor Egan  
Commissioner McLean – Conor Egan  
Commissioner Savoie – Ted Postula  
Chairman Shackleton – Ted Postula

Commissioner Conor Egan having received the majority of votes in round two was appointed to the E.U.P. Transportation Authority Board for a term to expire 12/31/2019.

**War Memorial Hospital Board** – 1 appointment, expires 12/31/2020

*Current Member: Ted Postula*

*Candidates: Conor Egan, Raymond Johnson, Ronald Meister, Bradley Ormsbee, Ted Postula and Kevin White*

**A roll call vote was taken as follows:**

**Round 1**

Commissioner Egan – Ron Meister  
Commissioner Martin – Raymond Johnson  
Commissioner McLean – Raymond Johnson  
Commissioner Savoie – Ted Postula

**Round 2 – narrowed down to two**

Commissioner Egan – Raymond Johnson  
Commissioner Martin – Raymond Johnson  
Commissioner McLean -Raymond Johnson  
Commissioner Savoie – Ted Postula

Chairman Shackleton – Ted Postula

Chairman Shackleton – Ted Postula

Having received the majority, Raymond Johnson was appointed to the War Memorial Hospital Board, for a term to expire 12-31-2020.

It was noted that the War Memorial Hospital appointment is a nominating/recommendation process. The Hospital Board makes the final decision, on the nomination, at their meeting.

#### CHAIRMAN'S APPOINTMENTS

Board of Public Works – Term of Office

All Commissioners

Community Action Agency (includes Small Cities)

Term of Office

Commissioner Egan

Term of Office

Commissioner McLean

City/County Township Liaison Committee

Term of Office - city

Commissioner Martin

Term of Office – city

Commissioner Shackleton

Term of Office – county/township

Commissioner Egan, Commissioner McLean, and Commissioner Savoie

Department of Veterans Affairs Liaison:

Term of Office

Commissioner Savoie

Prison Liaison: (Commissioners and/or Administrator)

Term of Office

Commissioner McLean

Term of Office

Jim German

Upward Talent Council (EUP/Michigan Works):

Term of Office

Commissioner McLean

Term of Office (alternate)

Commissioner Egan

Chippewa County Recycling Committee: (All Term of Office)

Board Chair

Scott Shackleton

County Administrator

Jim German

Commissioner Martin

Regional Planning and Development:

Term of Office	Commissioner McLean
Term of Office <i>alternate</i>	Commissioner Egan

<u>Eastern U.P. Regional Trails Consortium Representative</u>	Commissioner Egan
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Central Dispatch Board of Directors:

Term of Office	Commissioner Savoie
County Administrator	Jim German

UPCAP

Term of Office	Commissioner McLean
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UP RC&D

Term of Office	Administrator Jim German
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<u>Emergency Food &amp; Shelter National Board Program</u>	Commissioner Martin
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County Commission Committees (All Term of Office)

Finance

All County Commission Members, Chairman Martin, Vice-Chair McLean

Building, Grounds and Jail/Legislative and Natural Resources/Information Technology

Chairman Robert Savoie, Commissioner Martin and Commissioner McLean

Personnel/Equalization and Apportionment/Transportation /Health and Social Services

Chairman Conor Egan, Commissioner Scott Shackleton and Commissioner Savoie

MEETING SCHEDULE AND TIMES AND HOLIDAY SCHEDULE

It was moved by Commissioner Egan, seconded by Commissioner Martin, to accept the 2017 Holiday schedule as follows:

Monday, January 2, 2017 – New Year’s Day  
Monday, January 16, 2017 – Martin Luther King Day  
Monday, February 20, 2017 – President’s Day  
Friday, April 14, 2017 – Close at Noon – Good Friday

Monday, May 29, 2017 – Memorial Day  
Tuesday, July 4, 2017 – Independence Day  
Monday, September 4, 2017 – Labor Day  
Friday, November 10, 2017 – Veterans Day  
Thursday, November 23, 2017 – Thanksgiving Day  
Friday, November 24, 2017 – Day after Thanksgiving  
Friday, December 22, 2017 – Christmas Eve  
Monday, December 25, 2017 – Christmas Eve  
Monday, December 25, 2017 Christmas Day  
Tuesday December 26, 2017 – Day after Christmas  
Monday, January 1, 2018 – New Year’s Eve  
Tuesday, January 2, 2018 Day after New Year’s Day

On a voice vote, the motion carried.

It was moved by Commissioner Savoie, seconded by Commissioner McLean, to accept the 2017 Board of Commissioners Regular Board Meeting Schedule and the 2017 Finance, Claims and Accounts Meetings schedule as follows:

2017 Chippewa County Board of Commissioner Regular Board Meeting Schedule

February 13, 2017 – 5:30 p.m.  
March 13, 2017 – 5:30 p.m.  
April 10, 2017 – 5:30 p.m.  
May 8, 2017 – 5:30 p.m.  
June 12, 2017 – 2:00 p.m.  
July 10, 2017 – 2:00 p.m.  
August 14, 2017 – 2:00 p.m.  
September 11, 2017 – 5:30 p.m.  
October 9, 2017 – 5:30 p.m.  
November 13, 2017 – 5:30 p.m.  
December 18, 2017 – 5:30 p.m. (Third Monday)

2017 Finance, Claims and Accounts Committee Meetings

February 9, 2017 – 5:30 p.m.  
March 9, 2017 – 5:30 p.m.  
April 6, 2017 – 5:30 p.m.  
May 4, 2017 – 5:30 p.m.

June 8, 2017 – 5:30 p.m.  
July 6, 2017- 2:00 p.m.  
August 10, 2017 – 2:00 p.m.  
September 7, 2017 – 5:30 p.m.  
October 5, 2017 – 5:30 p.m.  
November 9, 2017 – 5:30 p.m.  
December 14, 2017 – 5:30 p.m. (Third Thursday)

On a voice vote, the motion carried.

#### COUNTY BY-LAWS AND RULE OF PROCEDURE

It was moved by Commissioner McLean, seconded by Commissioner Martin, to accept the County Board's Policy No. 101 Bylaws and Rules of Procedure. *(See Exhibit G)*

On a voice vote, the motion carried.

#### MDOC AND CHIPPEWA COUNTY ANIMAL CONTROL MEMORANDUM OF UNDERSTANDING

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to approve the Memorandum of Understanding between the Michigan Department of Corrections and Chippewa County and Chippewa County Animal Control. A discussion followed which included a liability issue.

On a voice vote, the motion carried.

#### APPROVE RENEWAL OF MEDICAL DIRECTORS MALPRACTICE COVERAGE

It was moved by Commissioner McLean, seconded by Commissioner Martin, to approve the renewal of the Medical Directors Malpractice coverage. On a voice vote, the motion carried. *(See Exhibit H)*

#### DSTECH MASTER SERVICE AGREEMENT – HEALTH DEPARTMENT

It was moved by Commissioner Martin, seconded by Commissioner Savoie to accept the DSTech Master Service agreement as presented. On a voice vote, the motion carried. *(See Exhibit I)*



COMMISSIONERS REPORT ON MEETINGS AS BOARD REPRESENTATIVE AND GENERAL  
COMMENTS

- Commissioner McLean expressed his concerns of operating with five Commissioners instead of seven and the problems it has created. He also indicated that when the Board makes changes, as they did today, it would be best handled in a workshop where all the Commissioners could be part of the discussion.
- Commissioner Egan stated that he plans on resigning from Hiawatha Behavioral Health, effective February 2017, due to time constraints and some other issues. He indicated that is something we need to prepare for, and that he plans on attending their January meeting.
- The Board accepted Commissioner Egan's resignation from the Hiawatha Behavioral Health Board effective February 1<sup>st</sup>, 2017.
- Commissioner Egan noted that he would like to see another Commissioner join that Board as it would benefit from a Commissioner's guiding hand.
- Commissioner Savoie noted that he has received a lot of feedback, that he is against the Health Department, and wanted to make it clear that he is not. The Health Department is a very important service to our community. He indicated his intentions are that if we can get their finances on track, the same as all of the other Departments; hopefully, we can give every employee a raise in the county, including the Health Department.
- Commissioner Martin referenced a flyer concerning the Medical Examiner and the gift of life organ transplant. He suggested that the Board further explore this issue with our Medical Examiner and our County Administrator. He indicated that it appears to be no cost to the county, but it would have to be further examined. If we can help save a life, even one, it's certainly something we should do.
- Chairman Shackleton communicated that the meeting, that we have every year that makes appointments to Boards and Committees, is probably one of the toughest meetings we have. The reason why is you're voting on good people in our community who are willing to serve. It is hard because you want to give everybody a position who wants to serve, but it's not possible. We're very fortunate that we have a lot of people who are willing to serve. The wisdom and caring about this community does not begin

and end with the County Board; it is the people in our community who are serving on all these boards in various capacities that care about our community.

Wishing everyone a Happy New year, and having completed the agenda items; it was moved by Commissioner McLean, seconded by Commissioner Egan to adjourn. The Board adjourned at 1:20 p.m.

Respectfully submitted,

Catherine C. Maleport, Clerk

Scott Shackleton, Chairman



## ADMINISTRATIVE

### Section 1 — Foundation

- 1.01.001 Philosophy, Purpose and objectives
- 1.01.002 Governing Authority/Management
- 1.01.003 Board Conflict of Interest
- 1.01.005 Financial Support
- 1.01.006 Availability of Service
- 1.01.010 Handicapped or Disabled People
- 1.01.011 Automobile Use
- 1.01.013 Fleet Management
- 1.01.014 Internet & Online Services

### Section 2 — Structure

- 1.02.002 Absence of Medical Director
- 1.02.003 Absence of Health Officer

### Section 3 — Contracts

- 1.03.001 Contracts
- 1.03.002 Contractual Services

### Section 4 — Committees

- 1.04.003 Staff Meetings
- 1.04.004 Report of Committee Meetings

### Section 5 — Planning

- 1.05.001 Strategic Planning Process

### Section 6 — Evaluation

- 1.06.002 Data Analysis
- 1.06.003 Policy & Administration Review
- 1.06.004 Review of Bylaws, Purpose and Objectives
- 1.06.006 Annual Report

### Section 7 — Client Rights

- 1.07.001 Public Disclosure
- 1.07.002 Client Bill of Rights
- 1.07.003 Communication: Sensory Impaired
- 1.07.004 Communication: Hearing Impaired
- 1.07.005 Client Research Rights
- 1.07.007 Communication: Interpretive Services
- 1.07.008 Cultural Competency

### Section 8 — Records

- 1.08.001 Record Retention
- 1.08.002 Confidentiality
- 1.08.003 Release of Clinical Records

Exhibit A

**Section 9 — Community Relations**

1.09.001 Guidelines for Service Inquiry

**Section 11 — Quality Improvement**

1.11.001 Program Evaluation  
1.11.003 Quality Improvement Committee  
1.11.004 Patient Care Process Improvement  
1.11.005 Quality Improvement Monitoring and Evaluation  
1.11.006 Internal Process Improvement  
1.11.007 Organizational Performance Feedback and Reporting  
1.11.008 Customer Feedback  
1.11.009 Client Complaint/Grievance Process

**Section 99 — Miscellaneous**

1.99.001 Format for Policies and Procedures  
1.99.004 Continuing Education—Annual Plan  
1.99.005 Emergency Preparedness and Response  
1.99.006 Use of Health Department for Meetings after Regular Hours  
1.99.007 Inclement weather  
1.99.008 Evacuation/Fire  
1.99.009 Emergency Incidents  
1.99.010 Respiratory Protection  
1.99.011 Difficult/Irate Persons  
1.99.012 AED  
1.99.013 Information, Assistance and Advocacy (Pink Ribbon fund)  
1.99.014 Signage  
1.99.015 Residential Methamphetamine cleanup  
1.99.016 Social Media pages

## FINANCIAL

### Section 1 — General

- 2.01.001 Fiscal Year
- 2.01.002 Financial Data
- 2.01.003 Credit Card Usage
- 2.01.004 Acceptance of Debit/Credit Cards
- 2.01.005 Automobile Credit Card
- 2.01.006 Insurance Coverage

### Section 2 — Fees/Rates

- 2.02.001 Nominal Charge Policy
- 2.02.003 Rate Approval Policy

### Section 3 — Budget

- 2.03.001 Budgeting Process
- 2.03.002 Finance Committee
- 2.03.003 Capital/Operating Budget Plan

### Section 4 — Finance

- 2.04.001 Internal Audit
- 2.04.002 External Audit

### Section 6 — Receipt of Funds

- 2.06.001 Cash Control

### Section 7 — Accounts Receivable

- 2.07.004 Collection of Self Pay Accounts
- 2.07.005 Collection of Third Party Claims

### Section 8 — Payroll

- 2.08.000 Salary Step Increase
- 2.08.001 Deductions

### Section 9 — Bad Debts

- 2.09.002 Write Offs of Accounts Receivable
- 2.09.003 Bad Check Disposition

### Section 10 — Office Records

- 2.10.001 Petty Cash

### Section 12 — Accounts Payable

- 2.12.001 Disbursement of Funds
- 2.12.002 Purchasing Policy

### Section 13 — Fraud

- 2.13.001 Fraud

## HUMAN RESOURCES POLICY

### Section 1 — General

- 3.01.002 Staff TB Testing

### Section 2 — Employment

- 3.02.002 Application Procedure
- 3.02.003 Interviewing and Hiring
- 3.02.004 Processing New Employees
- 3.02.007 Staff Recruitment
- 3.02.008 Equal Opportunity/Civil Rights Act of 1964
- 3.02.009 Exit Conferences
- 3.02.011 Contracted Service Providers

### Section 3 — Responsibilities

- 3.03.001 Standards of Ethical Practice
- 3.03.002 Rules of Conduct
- 3.03.005 Dress Code
- 3.03.007 Attendance
- 3.03.008 Discipline
- 3.03.009 Automobile Insurance
- 3.03.011 Gifts to Employees
- 3.03.012 Cellular Telephones
- 3.03.013 Voicemail
- 3.03.015 Email Usage
- 3.03.016 ID/Key Cards
- 3.03.017 Personal Cell Phones
- 3.03.018 Drug, Alcohol, Narcotics
- 3.03.019 Conflict of Interest

### Section 4 — Wages and Hours

- 3.04.004 Fee-for-Service Employees
- 3.04.006 Holidays
- 3.04.008 Nursing Care on Weekends and Holidays
- 3.04.011 Travel
- 3.04.012 Vehicle Assignment

### Section 6 — Staff Development

- 3.06.001 Staff Development Plan
- 3.06.002 Workshop/Conference Attendance
- 3.06.003 In-Service Education Plan
- 3.06.004 General Agency Orientation
- 3.06.005 General Clinical Orientation

### Section 7 — Records

- 3.07.001 Employee Personnel Files
- 3.07.002 Performance Evaluations

- 3.07.003 Service Activity Log
- 3.07.004 Criminal Histories/Good Moral Character
- 3.07.005 Professional License Review

**Section 8 — Job Descriptions**

- 3.08.001 Job Descriptions

**Section 9 — Benefits**

- 3.09.001 Retiree Health Insurance
- 3.09.002 Sick leave payout
- 3.09.003 140 Hour Insurance Rule



## CLINICAL

### **Section 1 — General**

- 4.01.001 Reporting Abuse and Neglect
- 4.01.002 Delivery of Care During Emergencies
- 4.01.003 Emergency Orders During An Epidemic
- 4.01.004 Physician Licensure Verification
- 4.01.005 After-hours emergency contact for Public Health clients

### **Section 2 – Clinical Records**

- 4.02.001 Timeliness of Documentation
- 4.02.002 Approved Abbreviations
- 4.02.003 Electronic Signature and Verification – Personal & Family Health

### **Section 3 -**

### **Section 4 -- Infection Control/Safety**

- 4.04.001 Standard Precautions
- 4.04.002 Handwashing
- 4.04.003 Nursing Bag Technique
- 4.04.004 Personal Protective Equipment
- 4.04.005 Handling and Disposal of Sharps
- 4.04.006 Hazardous Waste Handling
- 4.04.007 Use of Resuscitative Equipment
- 4.04.008 Use of Individual Isolation Kits
- 4.04.009 Infection Control Plan
- 4.04.010 Infection Control Committee
- 4.04.011 Workplace Violence Prevention Guidelines
- 4.04.012 Safety Management
- 4.04.013 Health Threats to Others
- 4.04.014 Collection of Specimens
- 4.04.015 TB Exposure Control Plan
- 4.04.016 Post Exposure Management
- 4.04.017 Needlestick Prevention
- 4.04.018 Bloodborne Pathogen and Hep B Control Plan

### **Section 5 – Clinical Procedures**

- 4.05.001 Emergencies
- 4.05.002 Blood Transfusions
- 4.05.003 Nursing Bag Equipment
- 4.05.004 Medication Reaction
- 4.05.005 Equipment Maintenance
- 4.05.006 Refrigeration/Freezer Alarm
- 4.05.007 Medical Device Reporting Act
- 4.05.008 Basic Home Safety

HIPAA

- 6.01.01 Access Policy & Procedure
- 6.01.02 Accounting Policy & Procedure
- 6.01.03 Amendment Policy & Procedure
- 6.01.04 Authorizations Policy & Procedure
- 6.01.05 Business Associates Policy & Procedure
- 6.01.06 Confidential Communication Policy & Procedure
- 6.01.07 Deceased Patient PHI Policy & Procedure
- 6.01.08 De-identified Data Policy & Procedure
- 6.01.09 Minimum Necessary Disclosure Policy & Procedure
- 6.01.10 Notice of Privacy Policy & Procedure
- 6.01.11 Personal Representatives Policy & Procedure
- 6.01.12 Privacy Complaint Policy & Procedure
- 6.01.13 Privacy Training Policy & Procedure
- 6.01.14 Restrictions Policy & Procedure
- 6.01.15 Court Orders
- 6.01.16 Locking bags

## HOME HEALTH

### Section 1 - Structure

- 5.01.001 Scope of Services
- 5.01.002 Direct and Contracted Services
- 5.01.003 Occupational Exposure Information & Training
- 5.01.004 Administrative Authority
- 5.01.005
- 5.01.006 PAC Guidelines
- 5.01.007 PAC Orientation
- 5.01.008
- 5.01.009 Annual Organizational Plan
- 5.01.010 Advance Directives
- 5.01.011
- 5.01.012 Record Retention
- 5.01.013 Contingency Plan if Organization Closes
- 5.01.014 Emergency Management Plan

### Section 2 - Financial

- 5.02.001 Beneficiary Notification
- 5.02.002 Financial Responsibility
- 5.02.003 Medicare Advanced Beneficiary Notice
- 5.02.004 Cost Analysis
- 5.02.005 Mileage Reimbursement

### Section 3 - Clinical

- 5.03.001 Guidelines for Taking Referrals
- 5.03.002 Criteria for Discharge and Termination
- 5.03.003 Reconsideration
- 5.03.004 Admission Criteria
- 5.03.005 Transfer and Admission of Clients to Inpatient Facility
- 5.03.006 Frequency of Home Visits
- 5.03.007 Medication Transportation
- 5.03.008 OASIS Data Transmission
- 5.03.009 Ethics Committee
- 5.03.009A Ethics Mission Statement
- 5.03.010 Assessment, OASIS, Plan of Care
- 5.03.011 Serious Adverse Events
- 5.03.012 Root Cause Analysis/Action Plan
- 5.03.013 Care Planning Process
- 5.03.014 HHA Plan of Care
- 5.03.015 Case Conference/Progress Summary
- 5.03.016 Physician Orders
- 5.03.017 Verbal Physician Orders
- 5.03.018 Intermittent Care Clinical Record System
- 5.03.019 Clinical Data Collection
- 5.03.020 Electronic Signature and Verification

- 5.03.021 Medical Supervision
- 5.03.022 Supervisory Conferences
- 5.03.023 Client Death
- 5.03.024 Do Not Resuscitate Order
- 5.03.025 Appropriate Use of Restraints & Supplies
- 5.03.026 Patient Safety in Using Electric Heating Pads
- 5.03.027 Clinical Procedures
- 5.03.028 Waived Testing
- 5.03.029 Patient Education Process
- 5.03.030 Medical Marijuana
- 5.03.031 60 Day Summary
- 5.03.032 Auto Inject Epi-Pen
- 5.03.033 Face to Face Visit
- 5.03.034 Discharge Summary
- 5.03.035 Initial and Comprehensive Assessment

#### **Section 4 – Quality Improvement/Assurance**

- 5.04.001 QI Program
- 5.04.002 Clinical Record Review
- 5.04.003 Client Satisfaction Survey
- 5.04.004 Unusual Event Review
- 5.04.005 Reporting Client Concerns
- 5.04.006 Medication Errors
- 5.04.007 Administration and Documentation of Medication
- 5.04.008 Medication Labeling
- 5.04.009 Medication Disposal
- 5.04.010 Uniform Quality of Care
- 5.04.011 CAHPS Surveys
- 5.04.012 Pain Management Education
- 5.04.013 Pain Assessment
- 5.04.014 Standards of Care
- 5.04.015 Assessment of Possible Abuse/Neglect
- 5.04.016 Client Compliant/Grievance Process

#### **Section 5 – Staffing**

- 5.05.001 RN Responsibilities
- 5.05.002 LPN Responsibilities
- 5.05.004 On-call Guidelines
- 5.05.005 HHA Training
- 5.05.006 HHA Schedules
- 5.05.007
- 5.05.008 HHA Client/Employee Relationship
- 5.05.009 HHA Transporting Clients for Appointments
- 5.05.010 HHA Purchasing Goods for clients
- 5.05.011 HHA Orientation
- 5.05.012 HHA Skills/Competency Assessment
- 5.05.013 Handling Cash for Clients
- 5.05.014 HHA Daily Service Record

- 5.05.015 HHA Responsibilities
- 5.05.016 HHA Field Supervision
- 5.05.017 RN Orientation
- 5.05.018
- 5.05.019 Competency Assessment
- 5.05.020 MSW Responsibilities
- 5.05.021 Nutritional Assessment

**Section 6 – Telemedicine**

- 5.06.001 HomMed
- 5.06.002 Admission Criteria
- 5.06.003 Discharge Criteria
- 5.06.004 Patient Education
- 5.06.005 Patient Privacy
- 5.06.006 Plan of Care
- 5.06.007 Safety and Infection Control
- 5.06.008 Telemedicine Program

**Section 7 – Therapy**

- 5.07.001 Therapy Referrals: Required Information
- 5.07.002 Therapy Requirements per Medicare
- 5.07.003 OT Responsibilities
- 5.07.004 PT Responsibilities
- 5.07.005 ST Responsibilities

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### Section 1 - Structure

- 8.01.001 Scope of Services
- 8.01.002 Direct and Contracted Services
- 8.01.003 Occupational Exposure
- 8.01.004 Administrative Authority
- 8.01.005 Contractual Services
- 8.01.006 PAC Guidelines
- 8.01.007 PAC Orientation
- 8.01.008 Continuous Care Services
- 8.01.009 Annual Organizational Plan
- 8.01.010 Advance Directives
- 8.01.011 Inpatient Services
- 8.01.012 Record Retention
- 8.01.013 Contingency Plan if Organization Closes
- 8.01.014 Emergency Management Plan
- 8.01.015 Hospice Intake Process
- 8.01.016 Ethical Issues

### Section 2 - Financial

- 8.02.001 Election of BCBS Benefit
- 8.02.002 Revocation of BCBS
- 8.02.003 Medicare Hospice Benefit
- 8.02.004 Revocation of Hospice Benefit
- 8.02.005 Hospice Election Statement
- 8.02.006 HHA Mileage Reimbursement
- 8.02.007 Cost Analysis

### Section 3 - Clinical

- 8.03.001 Initial Assessment
- 8.03.002 Reconsideration
- 8.03.003 IDT Member/Responsibilities
- 8.03.004 IDT Group Meeting
- 8.03.005 Admission Criteria
- 8.03.006 Frequency of Home Visits
- 8.03.007 Medication Transportation
- 8.03.008
- 8.03.009 Ethics Committee
- 8.03.009A Ethics Mission Statement
- 8.03.010 Transfers
- 8.03.011 Serious Adverse Events
- 8.03.012 Root Cause Analysis/Action Plan
- 8.03.013 Care Planning Process
- 8.03.014 Aide Plan of Care
- 8.03.015 Care Kits
- 8.03.016 Physician Orders

8.03.017	Verbal Physician Orders
8.03.018	Bereavement Services
8.03.019	Bereavement Assessment
8.03.020	Electronic Signature and Verification
8.03.021	Medical Supervision
8.03.022	Supervision
8.03.023	Client Death
8.03.024	Do Not Resuscitate Order
8.03.025	Appropriate Use of Restraints & Supplies
8.03.026	Patient Safety in Using Electric Heating Pads
8.03.027	Clinical Procedures
8.03.028	Waived Testing
8.03.029	Patient Education Process
8.03.030	Medical Marijuana
8.03.031	Suicide
8.03.032	Auto Inject Epi-Pen
8.03.033	Face to Face Visit
8.03.034	Informed Consent
8.03.035	Discharge Criteria
8.03.036	Discharge Summary
8.03.037	Palliative Sedation
8.03.038	
8.03.039	Clinical Data Collection
8.03.040	Intermittent Care Clinical Records System

#### **Section 4 – Quality Improvement/Assurance**

8.04.001	QI Program
8.04.002	Clinical Record Review
8.04.003	Unusual Event Review
8.04.004	Reporting Client Concerns
8.04.005	Medication Profile
8.04.006	Medication Errors
8.04.007	Administration and Documentation of Medication
8.04.008	Medication Labeling
8.04.009	Medication Disposal
8.04.010	Uniform Quality of Care
8.04.011	CAHPS Survey
8.04.012	Pain Management Education
8.04.013	Pain Assessment
8.04.014	Standards of Care
8.04.015	Assessment of Possible Abuse/Neglect
8.04.016	Client Compliant/Grievance Process
8.04.017	Hospice Item Set (HIS)

#### **Section 5 – Staffing**

8.05.001	HO Nursing Care
8.05.002	Volunteer Staff
8.05.003	Volunteer Services

8.05.004	Hospice Volunteer Documentation
8.05.005	Spiritual Care Counseling Services
8.05.006	HHA Training
8.05.007	HHA Schedules
8.05.008	HHA Client/Employee Relationship
8.05.009	HHA Transporting Clients for Appointments
8.05.010	HHA Purchasing Goods for clients
8.05.011	HHA Orientation
8.05.012	HHA Skills/Competency Assessment
8.05.013	Handling Cash for Clients
8.05.014	HHA Daily Service Record
8.05.015	Hospice Aide Services
8.05.016	Hospice Aide Supervisory Visits
8.05.017	RN Orientation
8.05.018	Nutritional Services
8.05.019	Competency Assessment
8.05.020	Medical Director
8.05.021	MSW Responsibilities
8.05.022	Psychosocial Services
8.05.023	On-call Guidelines

**Section 6 – Telemedicine**

8.06.001	HomMed
8.06.002	Admission Criteria
8.06.003	Discharge Criteria
8.06.004	Patient Education
8.06.005	Patient Privacy
8.06.006	Plan of Care
8.06.007	Safety and Infection Control
8.06.008	Telemedicine Program

**Section 7 – Therapy**

8.07.001	Therapy Referrals: Required Information
8.07.002	ST Responsibilities
8.07.003	OT Responsibilities
8.07.004	PT Responsibilities



## PRIVATE DUTY

### **Section 1 - Structure**

- 9.01.001 Scope of Services
- 9.01.002 Direct and Contracted Services
- 9.01.003
- 9.01.004 Administrative Authority
- 9.01.005
- 9.01.006 PAC Guidelines
- 9.01.007 PAC Orientation
- 9.01.008
- 9.01.009 Annual Organizational Plan
- 9.01.010 Advance Directives
- 9.01.011 Service Classification
- 9.01.012 Record Retention
- 9.01.013 Contingency Plan if Organization Closes
- 9.01.014 Emergency Management Plan

### **Section 2 - Financial**

- 9.02.001 Private Duty Charges

### **Section 3 - Clinical**

- 9.03.001 Guidelines for Taking Referrals
- 9.03.002 Criteria for Discharge and Termination
- 9.03.003 Reconsideration
- 9.03.004 Description of Services
- 9.03.005 Transfer and Admission of Clients to Inpatient Facility
- 9.03.006 Frequency of Home Visits
- 9.03.007 Medication Transportation
- 9.03.008 Admission Procedure
- 9.03.009 Ethics Committee
- 9.03.009A Ethics Mission Statement
- 9.03.010
- 9.03.011 Serious Adverse Events
- 9.03.012 Root Cause Analysis/Action Plan
- 9.03.013 Care Planning Process
- 9.03.014 HHA Plan of Care
- 9.03.015 Case Conference/Progress Summary
- 9.03.016 Physician Orders
- 9.03.017 Verbal Physician Orders
- 9.03.018
- 9.03.019
- 9.03.020 Electronic Signature and Verification
- 9.03.021 Medical Supervision
- 9.03.022
- 9.03.023 Client Death
- 9.03.024 Do Not Resuscitate Order

- 9.03.025 Appropriate Use of Restraints & Supplies
- 9.03.026 Patient Safety in Using Electric Heating Pads
- 9.03.027
- 9.03.028 Waived Testing
- 9.03.029 Patient Education Process
- 9.03.030 Medical Marihuana
- 9.03.031
- 9.03.032 Auto Inject Epi-Pen

#### **Section 4 – Quality Improvement/Assurance**

- 9.04.001 QI Program
- 9.04.002 Clinical Record Review
- 9.04.003 Client Satisfaction Survey
- 9.04.004 Unusual Event Review
- 9.04.005 Reporting Client Concerns
- 9.04.006 Medication Errors
- 9.04.007 Administration and Documentation of Medication
- 9.04.008 Medication Labeling
- 9.04.009 Medication Disposal
- 9.04.010 Uniform Quality of Care
- 9.04.011
- 9.04.012 Pain Management Education
- 9.04.013 Pain Assessment
- 9.04.014 Standards of Care
- 9.04.015 Assessment of Possible Abuse/Neglect
- 9.04.016 Client Compliant/Grievance Process

#### **Section 5 – Staffing**

- 9.05.001 RN Responsibilities
- 9.05.002 LPN Responsibilities
- 9.05.003
- 9.05.004 On-call Guidelines
- 9.05.005 HHA Training
- 9.05.006 HHA Schedules
- 9.05.007
- 9.05.008 HHA Client/Employee Relationship
- 9.05.009 HHA Transporting Clients for Appointments
- 9.05.010 HHA Purchasing Goods for clients
- 9.05.011 HHA Orientation
- 9.05.012 HHA Skills/Competency Assessment
- 9.05.013 Handling Cash for Clients
- 9.05.014 HHA Daily Service Record
- 9.05.015 HHA Responsibilities
- 9.05.016 HHA Field Supervision
- 9.05.017 RN Orientation
- 9.05.018
- 5.05.019 Competency Assessment
- 5.05.020 MSW Responsibilities

**Section 6 – Telemedicine**

- 9.06.001 HomMed
- 9.06.002 Admission Criteria
- 9.06.003 Discharge Criteria
- 9.06.004 Patient Education
- 9.06.005 Patient Privacy
- 9.06.006 Plan of Care
- 9.06.007 Safety and Infection Control
- 9.06.008 Telemedicine Program

**Section 7 – Therapy**

- 9.07.001 Therapy Referrals: Required Information
- 9.07.002 ST Responsibilities
- 9.07.003 OT Responsibilities
- 9.07.004 PT Responsibilities
- 9.07.005 Therapy Requirements per Medicare

BCCCP

10.01.001	Client Billing
10.01.003	Determining Eligibility for Insured Women
10.01.005	Informed Consent
10.01.007	Communication Between BCCCP Staff & Providers
10.01.009	Follow-up/Surgical Services
10.01.013	Abnormal Follow-up Notification
10.01.015	Annual Screening Notification
10.01.023	Distribution & Review of Medical Protocol
10.01.025	Medicaid Treatment Act Non-Eligible Assistance
10.01.027	Comparing Data
10.02.029	Tracking Follow-up Care

CHILDREN'S SPECIAL HEALTH CARE SERVICES

8.00.000	Authorization for Release of PHI
8.00.001	Program Representation-Outreach
8.00.003	On-Line Data Base
8.00.004	Application for CSHCS
8.00.005	EZ Link
8.00.007	HIPAA Compliance
8.00.008	Case Management Benefit
8.00.009	Children with Special Needs Fund (CSN)
8.00.010	Confidential Meeting Room
8.00.011	Non-Emergency Transportation Authorization
8.00.013	Direct Family Participation
8.00.014	Family Rights & Responsibilities
8.00.015	Diagnostic Evaluations
8.00.016	CPBC Special Requirements
8.00.018	Diagnostic Evaluations
8.00.019	Application Follow-Up Process
8.00.021	Care Coordination Benefit – Level I
8.00.022	Care Coordination Benefit – Level II
8.00.023	Certificate of Medical Coverage
8.00.024	Family Initial Enrollment Process Annual Update
8.00.025	Family Centered Policies, Procedures & Reporting
8.00.027	Staff Training
8.00.029	Referral Assistance Special Needs Care Non-CSHCS Enrolled
8.00.030	Annual Policy Review
8.00.031	Assistance with Other Program Applications
8.00.033	Transportation Authorization and Invoice
8.00.035	Transition Through Medicaid Health Plan
8.00.039	Assisting Enrolled Families w/Needs
8.00.041	Assist with Funded Out of State Care/Transportation
8.00.043	Assist Families with 90 Day TEP
8.00.045	Transitioning Out

FAMILY PLANNING

15.00.000	Nominal Charge
15.00.003	Determining Eligibility for Participants
15.00.005	Intake
15.00.007	Serve Priority Clients
15.00.009	HIV-Family Planning Clients
15.00.010	Distribution, Security and Recordkeeping of Pharmaceuticals
15.00.011	Acknowledgement of Receipt of Federal Prohibition Against
Coercion in Federally Support Programs	
15.00.013	Quality Assurance
15.00.018	Written Prescriptions
15.00.020	STD Billing CT/GC -- Clients Over 30 Yrs. Without Insurance
15.00.022	Serving FP Clients with Insurance
15.00.027	Emergency Contraception
15.00.030	Oral Contraceptive Pick-ups
15.00.032	Client Educational Plan
15.00.034	Expedited Partner Therapy
15.00.036	Protective Services

COMMUNICABLE DISEASE

- 6.01.001 Disease Reporting Requirements
- 6.01.002 MDSS Reporting
- 6.01.003 Follow-Up by Nursing Staff
- 6.01.004 Analysis of Communicable Disease Data and Feedback to Area Physicians

IMMUNIZATION

5.000.000	Summary Policy Guideline
5.000.002	Nursing CEU's
5.001.001	Immunization Orders
5.009.001	Adult Immunizations
5.009.001a	Child/Adolescent Immunizations
5.009.007	VFC/MI – VFC Eligibility
5.009.009	Immunization Tracking System
5.009.010	Efforts to Increase Adolescent Imms
5.009.011	Reporting of Adverse Events Following Immunizations
5.009.013	Update Private Providers
5.009.015	Adult Eligibility
5.009.017	Transport of Vaccine
5.009.019	Public Health Nurse Orientation
5.009.025	Vaccine Information Statements
5.009.029	Vaccine Preventable Disease Outbreak
5.009.03	Immunization Waiver



SAULT HEALTH ADOLESCENT CARE CENTER (SHACC)

7.01.003	Students Rights & Responsibilities
7.01.004	Eligibility
7.01.005	Drugs and Weapons
7.01.007	Follow-Up on Client Care
7.01.011	Clinical Records
7.01.015	Scheduling Appointments
7.01.017	Providing Health Care to Adults
7.01.019	Services Not Provided
7.01.020	Minor Consent
7.01.021	Appointment Reminder Follow-up on Missed Appts
7.01.022	Consent for Care
7.01.023	Satisfaction Survey Follow-up Plan
7.01.025	Advisory Board
7.01.027	Medication
7.01.029	Medical Waste Pick-up
7.01.030	Fees & Reimbursements
7.01.031	Confidential Billing
7.01.033	Quality Assurance
7.01.035	Concussion Management
7.01.039	QI Action Plan
7.01.040	Medical Services
7.01.041	Mental Health Services
7.01.043	Mental Health Services Wait List
7.01.045	Case Consultation Peer Review
7.01.047	Transportation

MATERNAL INFANT HEALTH PROGRAM

7.01.039	STAFFING - INDICATOR
7.01.027	HEALTH PLAN REPORTING – INDICATOR 15
7.01.021	PROTECTION OF RECORDS – INDICATOR 16
1.11.009	CLIENT COMPLAINT/GRIEVANCE PROCESS - INDICATOR 17
7.01.014	EMERGENCY SERVICES- INDICATOR 18
1.07.007	INTERPRETIVE SERVICES - INDICATOR 19
7.02.029	OUTREACH – INDICATOR 20
7.01.041	DEVELOPMENTAL SCREENING - INDICATOR 26
7.01.025	CHILDREN'S PROTECTIVE SERVICES – INDICATOR 50
7.01.010	TRANSPORTATION - INDICATOR 54
7.01.001	TRANSFER OF RECORDS - INDICATOR 57
7.01.005	MATERNAL VISITS - INDICATOR 60
7.01.006I	INFANT VISITS - - INDICATOR 60
7.01.043	DATA ENTRY – MDCH DATABASE - INDICATOR 60
7.01.013	QUALITY ASSURANCE- INDICATOR 66

HIV AIDS

- 8.01.007 HIV Testing and Partner Notification
- 8.01.011 Court Ordered Testing for Prisoners/Victims

## ENVIRONMENTAL HEALTH

- 1999 Building Season
- 1999 Aerobic Treatment Units
- 1999 Chamber Components
- 1999 Alternative Sewage Systems – aerobic
- 1999 Alternative – closed system – clay, impervious ro-009
- 1999 Alternative – closed system – water table, fractu-960
- 1999 Conventional Sewage System
- 1999 Graveless sewage system
- 1999 Lagoons
- 1999 Sewage effluent pump station
- 1999 Supersize Mound
- 1999 Water-fractured rock mound
- 2014 Test Pit
- 2007 Bathing Beach
- 2012 Beach Closure  
Enforcement
- 2014 Food Service Quality Assurance
- 2015 Effluent Filter
- 2016 Existing Sewage Evaluation
- 2012 Food License Limitations
- 2012 Food Service Change in Ownership  
Foodborne Illness
- 2015 Food General Complaint
- 2015 Food Variance
- 2015 Food License Limitation
- 2005 Property Access
- 2013 RBIS
- 2013 Septic Installer's CEU
- 2015 Septic Tank Riser  
Low Risk Temporary Food
- 2011 Smoke Free Law Enforcement
- 2013 Type II Civil Fines
- 2012 Variance Request



## CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120

Sault Ste. Marie, Michigan 49783

[www.chippewahd.com](http://www.chippewahd.com)

### MISSION STATEMENT

To contribute to the present and future health of persons residing, visiting and working in our service areas by direct provision of services; by facilitating the delivery of services provided by others; and by monitoring and regulating activities that may have an impact on the health of these communities.

Exhibit B

Environmental Health  
906.635.3620

Home Health & Hospice  
906.635.1568

Personal & Family Health  
906.635.1566

Main Fax  
906.253.1466

# CHIPPEWA COUNTY HEALTH DEPARTMENT

## APPROVED

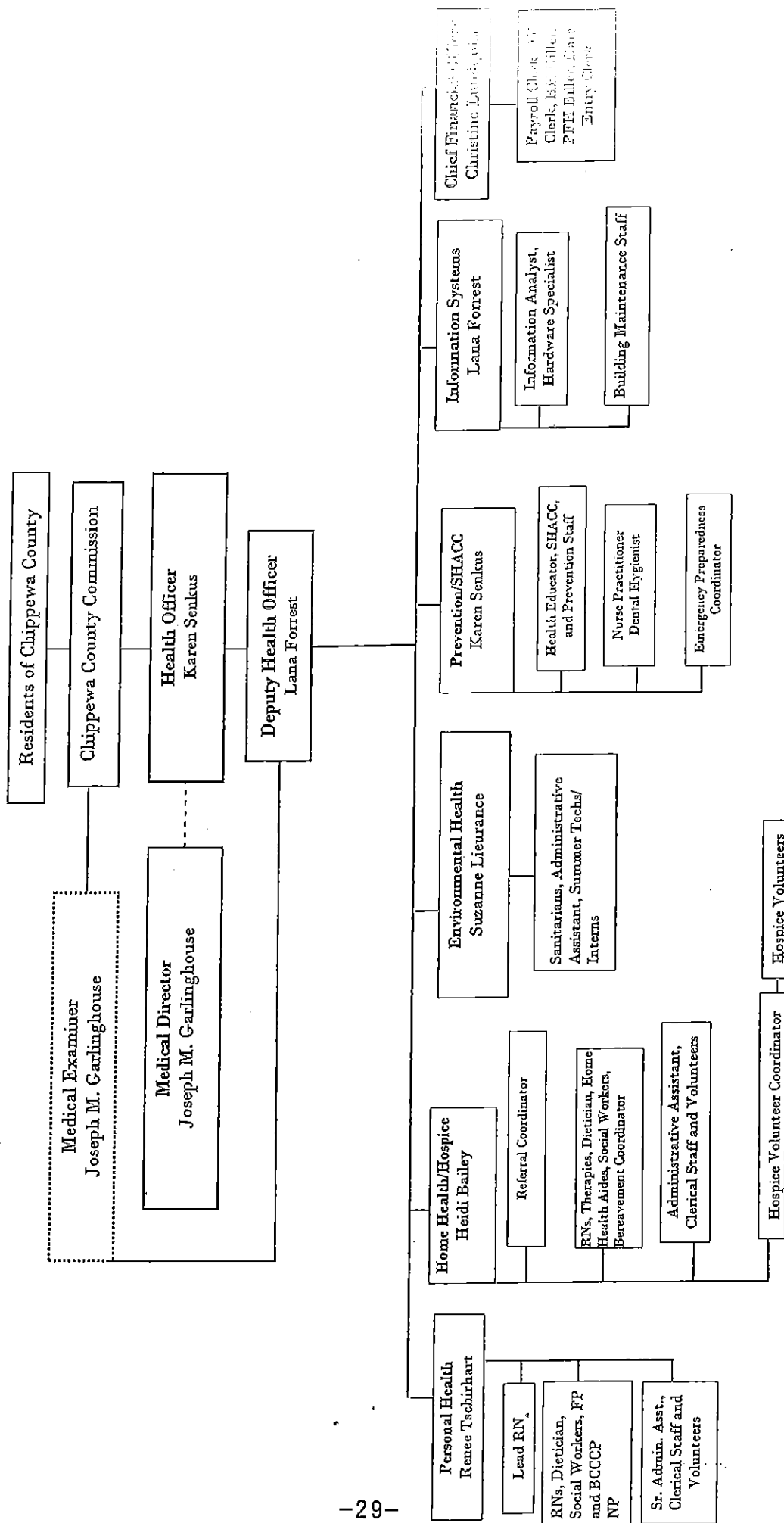


Exhibit C

CHIPPEWA COUNTY  
BOARD OF HEALTH MEETING  
December 22, 2016

PRESENT: Thomas Farnquist, James Moore  
EXCUSED: Kathy Cairns  
ALSO PRESENT: Karen Senkus, Christine Lundquist, and Lana Forrest

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I. CALL TO ORDER

Mr. Moore called the meeting to order at 10:29 a.m. A quorum was not present.

II. REVIEW OF AGENDA

The agenda was reviewed. It was noted the agenda should reflect "December 22" not "December 19."

III. REVIEW OF MINUTES

The November 30, 2016 Board of Health minutes were reviewed.

IV. PUBLIC COMMENT

There was no public comment.

V. COMMITTEE REPORTS

Finance Committee

Claims and Accounts for December - The December Claims and Accounts were reviewed.

*It was recommended by Mr. Farnquist, supported by Mr. Moore, to approve the December Claims and Accounts, in the amount \$479,528.23.*

Financial Statements - The financial statements were not available

Home Health Writeoffs – The writeoffs were reviewed. Discussion was held regarding moving the Medicaid clients who were denied Medicaid to self-pay clients and sending them letters. The Committee members recommended applying a sliding fee discount to the accounts that were "Medicaid Pending" since the income level of the client involved had to have been quite low if they were believed to be Medicaid eligible. The suggestion was to write off the difference between the gross charge and what Medicaid would have paid as a sliding fee adjustment and bill the client for the balance. The accounts would still be written off as bad debts for the net amount, but if we can get the client to pay any of the adjusted balance, it would be a recovery of a bad debt at the time payment is received.

Hospice Self-Pay Referrals – A questions was presented to the Board if we should be accepting clients if they do not have insurance. There are many out of pocket expenses that become CCHD's responsibility when there is no payment source. The costs include: DME, prescriptions, hospitalization, and ambulance runs. This matter will be deferred to the County for approval. It was noted by the Board members present that even with a quorum, the Board of Health should probably refer the question to the County Commission because of the significant amount of money involved and the potential loss of income.

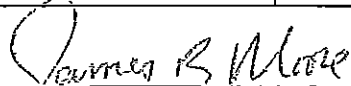
STATE OF MICHIGAN  
COUNTY OF CHIPPEWA

Date: December 19, 2016

To the Honorable, the Said Board of Commissioners:

Your Committee on Health Department Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed. Also that the clerk of this board be authorized to draw order on the County Treasurer for the same.

CLAIMANT NAME	NATURE OF CLAIM	AMOUNT	AMT REJECTED
Total A/P invoices for approval		240,112.16	
12/01/16 Payroll		76,351.69	
12/01/16 Payroll deductions		36,762.70	
12/15/16 Payroll		86,089.29	
12/15/16 Payroll deductions		40,212.39	
GRAND TOTAL		\$ 479,528.23	



CHIPPEWA COUNTY BOARD OF HEALTH

December 19, 2016

DATE

CHIPPEWA COUNTY BOARD OF COMMISSIONERS

DATE

CHIPPEWA COUNTY BOARD OF COMMISSIONER

DATE

BOARD OF COMMISSIONERS  
COUNTY OF CHIPPEWA

SESSION OF :

REPORT OF COMMITTEE OF COMMISSIONERS ON  
CLAIMS AND ACCOUNTS

FILED:

CLERK

CHAIRMAN OF COMMITTEE



A / P O P E N I T E M R E P O R T

FOR ALL VENDORS

AGED AS OF 12/16/2016 BASED UPON INVOICE DATE. VOUCHER CUT-OFF DATE 12/16/2016

NOT INCLUDING FULLY PAID VOUCHERS

TYPE: '\*' INDICATES PERMANENTLY DEFERRED

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS
0012 Center Medical Supply Co		53.51	.00	53.51	53.51	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT
1312094	VCHR	14707	11/22/16	11/29/16	11/22	11/22	31.95	ALLOWED TAKEN
REF: MEDICAL SUPPLIES							31.95	NET-AMOUNT AGE LOC BANK PO-NUMBER
1313515	VCHR	14841	12/15/16	12/16/16	12/15	12/15	21.56	21.56 1 411
REF: (1) BTL POTASSIUM HYDROXIDE								
0030 Arfstrom Pharmacies, Inc		27.90	.00	27.90	.00	27.90	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT
0358712	VCHR	14830	11/09/16	11/30/16	11/09	11/09	27.90	ALLOWED TAKEN
REF: NOV 16 TB RXS							27.90	NET-AMOUNT AGE LOC BANK PO-NUMBER
								37 331
0034 National Office Products, Inc		553.13	.00	553.13	553.13	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT
01B214	VCHR	14731	11/30/16	11/30/16	11/30	11/30	92.79	ALLOWED TAKEN
REF: NOV 16 MAINT-MAIN COPIER							92.79	NET-AMOUNT AGE LOC BANK PO-NUMBER
0T658A	VCHR	14752	12/02/16	12/06/16	12/02	12/02	414.00	414.00 14 101
REF: (12) CS WHITE COPY PAPER								
0T	VCHR	14753	12/05/16	12/06/16	12/05	12/05	26.27	26.27 11 101 + 621
REF: OFFICE SUPPLIES								
0T813A	VCHR	14784	12/08/16	12/09/16	12/08	12/08	10.14	10.14 8 101 + 621
REF: OFFICE SUPPLIES								
0T888A	VCHR	14785	12/08/16	12/09/16	12/08	12/08	9.93	9.93 8 101
REF: (3) ADDING MACHINE RIBBON								
0039 Pingatore Cleaners, Inc		6.30	.00	6.30	6.30	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT
348133	VCHR	14809	12/07/16	12/12/16	12/07	12/07	6.30	ALLOWED TAKEN
REF: LAUNDRY							6.30	NET-AMOUNT AGE LOC BANK PO-NUMBER
								9 101
0045 Sault Printing		156.29	.00	156.29	156.29	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT
02997	VCHR	14709	11/21/16	11/29/16	11/21	11/21	105.20	ALLOWED TAKEN
							105.20	NET-AMOUNT AGE LOC BANK PO-NUMBER
								25 266

## A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS
0045 Sault Printing		156.29	.00	156.29	156.29	.00	.00	.00
INVOICE# 0045 REF: TONER-EH FAX VCHR 14741 11/28/16 11/30/16 11/28 11/28 51.09 REF: NOV 16 MAINT-PH RICOH COPIER								
0049 Michigan Dept of Agriculture		540.00	.00	540.00	540.00	.00	.00	.00
INVOICE# 0049 REF: FOOD LIC SURCHARGES VCHR 14710 11/18/16 11/29/16 11/18 11/18 540.00								
0282 War Memorial Hospital		61,103.53	.00	61,103.53	61,103.53	.00	.00	.00
INVOICE# 0282 REF: NOV 16 REHABILITATION SERVICES VCHR 14831 11/30/16 11/30/16 11/30 11/30 61,103.53								
0300 CLM Community Action Agency		4,563.39	.00	4,563.39	4,563.39	.00	.00	.00
INVOICE# 0300 REF: OCT 16 UTILITIES VCHR 14718 11/30/16 11/30/16 11/30 11/30 4,563.39								
3 L. Corporation		373.93	.00	373.93	373.93	.00	.00	.00
INVOICE# 3 REF: MAINT RS/6000 11/22-12/31/16 VCHR 14842 12/16/16 12/16/16 12/16 12/16 373.93								
1169 Northern Linen		80.50	.00	80.50	80.50	.00	.00	.00
INVOICE# 1169 REF: MATS CLEANING VCHR 14732 11/24/16 11/30/16 11/24 11/24 80.50								

A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS					
1267		6,779.80	.00	6,779.80	6,779.80	.00	.00	.00					
Merck Sharp & Dohme Corp													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
7009621321	VCHR	14815	11/30/16	11/30/16	11/30	11/30	5,466.35			5,466.35	16	316	
REF: (3) GARDASIL													
7009622644	VCHR	14816	11/30/16	11/30/16	11/30	11/30	1,313.45			1,313.45	16	1	
REF: (2) MMR VACCINE													
1386		160.00	.00	160.00	160.00	.00	.00	.00					
Great Lakes Services, Inc													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
36471	VCHR	14811	12/05/16	12/12/16	12/05	12/05	160.00			160.00	11	581	
REF: MAINT-SHACC VACCINE FRIG													
1389		1,175.86	.00	1,175.86	1,175.86	.00	.00	.00					
Arfstrom Pharmacy 4													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
120716	VCHR	14817	11/30/16	11/30/16	11/30	11/30	1,175.86			1,175.86	16	654	
REF: NOV 16 HOSPICE RXS													
1413		5,045.79	.00	5,045.79	5,045.79	.00	.00	.00					
Arfstrom Pharmacies, Inc													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
0358766	VCHR	14832	11/17/16	11/30/16	11/17	11/17	32.50			32.50	29	624	
REF: RB HOSP BED/RAILS													
070876	VCHR	14833	11/30/16	11/30/16	11/30	11/30	5,013.29			5,013.29	16	1	
REF: NOV 16 HOSPICE RXS													
1478		2,956.70	.00	2,956.70	2,956.70	.00	.00	.00					
Glaxosmithkline													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
33698136	VCHR	14843	12/07/16	12/16/16	12/07	12/07	2,956.70			2,956.70	9	316	
REF: KINRIX/PEDIARIX/BOOSTRIX													
1527		25,822.80	.00	25,822.80	25,822.80	.00	.00	.00					
Municipal Employees Retirement													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
113016-11	VCHR	14768	11/30/16	11/30/16	11/30	11/30	3,842.35			3,842.35	16	spread	
REF: NOV 16 MERS UNIT 11													
113016-15	VCHR	14769	11/30/16	11/30/16	11/30	11/30	13,120.08			13,120.08	16		
REF: NOV 16 MERS UNIT 15													
113016-HD	VCHR	14770	11/30/16	11/30/16	11/30	11/30	3,837.90			3,837.90	16		

A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS						
1527 Municipal Employees Retirement		25,822.80	.00	25,822.80	25,822.80	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
113016-HE	REF: NOV 16 MERS UNIT HD	VCHR	14771	11/30/16	11/30/16	11/30	11/30	5,022.47		5,022.47	16			spread
	REF: NOV 16 MERS UNIT HE													
1644 Walmart Community/GEMB		154.26	.00	154.26	154.26	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
120116	REF: SHACC ADV BD MTG SUPPLIES	VCHR	14733	12/01/16	12/02/16	12/01	12/01	37.00		37.00	15			551
121316	REF: SHACC SUPPLIES/HEALTH FAIR	VCHR	14829	12/13/16	12/13/16	12/13	12/13	117.26		117.26	3			L
1741 Soo Motors, Inc		1,349.11	.00	1,349.11	1,349.11	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
222589	REF: NEW BRAKE PADS/CALIPERS/BEARIN	VCHR	14788	12/06/16	12/09/16	12/06	12/06	1,349.11		1,349.11	10			163
1973 Gordon Food Service, Inc		26.97	.00	26.97	26.97	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
843170895	REF: HEALTHY SNACKS NUTRITION ED	VCHR	14763	12/05/16	12/06/16	12/05	12/05	26.97		26.97	11			551
1984 City of Sault Ste Marie		1,040.00	.00	1,040.00	1,040.00	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
4925	REF: NOV 16 WATER SAMPLES	VCHR	14837	11/30/16	11/30/16	11/30	11/30	1,040.00		1,040.00	16			286
2175 Prescription Oxygen Service		1,576.00	.00	1,576.00	1,576.00	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
1889	REF: DF OXYGEN CONC	VCHR	14772	11/30/16	11/30/16	11/30	11/30	120.00		120.00	16			624
1890	REF: MG OXYGEN CONC/HOSP BED/MATTRE	VCHR	14773	11/30/16	11/30/16	11/30	11/30	208.00		208.00	16			I
1891	REF: SA HOSP BED/MATTRESS/SUCTION	VCHR	14774	11/30/16	11/30/16	11/30	11/30	48.00		48.00	16			I

A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS						
2175		1,576.00	.00	1,576.00	1,576.00	.00	.00	.00						
Prescription Oxygen Service														
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
1892	VCHR	14775	12/06/16	12/09/16	12/06	12/06	25.00			25.00	10			624
REF: QUAD CANE														
1893	VCHR	14779	12/06/16	11/30/16	12/06	12/06	428.00			428.00	10			654
REF: RA OXYGEN CONC/ROLLATOR/HOSP														
1894	VCHR	14780	11/30/16	11/30/16	11/30	11/30	74.00			74.00	16			624
REF: CL OXYGEN CONC/HOSP BED/MATTRE														
1908	VCHR	14846	12/13/16	12/16/16	12/13	12/13	129.00			129.00	3			624
REF: KG OXYGEN CONC/PORTABLE/HOSP														
1909	VCHR	14847	12/13/16	12/16/16	12/13	12/13	428.00			428.00	3			654
REF: RA OXYGEN CONC/ROLLATOR/BED														
1910	VCHR	14848	12/13/16	12/16/16	12/13	12/13	116.00			116.00	3			624
REF: CG (2) OXYGEN CONC/PORTABLE														

3770		84,171.68		.00		84,171.68		84,171.68		.00		.00		.00
Chippewa County														
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
120116-1	VCHR	14720	12/01/16	12/02/16	12/01	12/01	39,789.57	ALLOWED		39,789.57	15			spread
REF: DEC 16 BCBS SUFFIX 0001														
120116-2	VCHR	14721	12/01/16	12/02/16	12/01	12/01	9,810.62			9,810.62	15			I
REF: DEC 16 BCBS SUFFIX 0010														
120116-3	VCHR	14722	12/01/16	12/02/16	12/01	12/01	17,843.53			17,843.53	15			
REF: DEC 16 SUFFIX 0013														
120116-4	VCHR	14723	12/01/16	12/02/16	12/01	12/01	16,727.96			16,727.96	15			
REF: DEC 16 BCBS SUFFIX 0019														

36.00	.00	36.00	36.00	.00	.00	.00								
State of Michigan														
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	DISCOUNT	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
10348312052016	VCHR	14844	12/05/16	12/16/16	12/05	12/05	36.00			36.00	11			
REF: (1) STD TESTING							321							

4904		175.00		.00		175.00	175.00		.00		.00		.00
Michigan Restaurant Associatio													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
113016	VCHR	14790	12/09/16	12/09/16	12/09	12/09	175.00			175.00	7		266
REF: 2017 RESTAURANT ASSOC DUES													

4916		210.00		.00		210.00	210.00		.00		.00		.00
Weber & Devers Psychological													
-----DOCUMENT-----													
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK PO-NUMBER
120116	VCHR	14727	12/01/16	12/02/16	12/01	12/01	210.00			210.00	15		Spread

A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS
4916 Weber & Devers Psychological		210.00	.00	210.00	210.00	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN
REF: DEC 16 EAP								
5009 Sanofi Pasteur		728.49	.00	728.49	728.49	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN
907538079	VCHR 14839	12/06/16	12/15/16	12/06	12/06	728.49		
REF: (2) HD FLUZONE								
5349 Weber & Devers Psychological		7,065.90	.00	7,065.90	7,065.90	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN
120116	VCHR 14821	11/30/16	11/30/16	11/30	11/30	7,065.90		
REF: NOV 16 COUNSELING-SHACC								
5585 Aristrom Pharmacies, Inc		211.82	.00	211.82	40.09	171.73	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN
0358679	VCHR 14834	11/04/16	11/30/16	11/04	11/04	171.73		
REF: MC OSTOMY SUPPLIES								
0358782	VCHR 14835	11/18/16	11/30/16	11/18	11/18	40.09		
REF: RF CATHETERS								
1 AT&T Long Distance		54.65	.00	54.65	54.65	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN
120416	VCHR 14845	12/04/16	12/16/16	12/04	12/04	54.65		
REF: NOV 16 LONG DISTANCE								
5801 Ink and Toner Alternative		934.90	.00	934.90	934.90	.00	.00	.00
-----DOCUMENT-----								
INVOICE#	TYPE NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN
16-51597	VCHR 14824	12/02/16	12/13/16	12/02	12/02	934.90		
REF: PRINTER TONERS								

A / P O P E N A C C O U N T R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS						
5841 Garlinghouse, Joseph M M.D. PC		8,320.66	.00	8,320.66	8,320.66	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
120116	VCHR	14728	12/01/16	12/02/16	12/01	12/01	8,320.66			8,320.66	15			1024810
REF: DEC 16 MED DIRECTOR/EXAMINER														
5897 AT&T Long Distance		2.00	.00	2.00	2.00	.00	.00	.00	.00					
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
120416	VCHR	14840	11/30/16	11/30/16	11/30	11/30	2.00			2.00	16			330
REF: OCT/NOV 16 PH FAX LONG DIST														
6144 eSolutions, Inc		347.13	.00	347.13	347.13	.00	.00	.00	.00					
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
200341221	VCHR	14747	11/30/16	11/30/16	11/30	11/30	347.13			347.13	16			021
REF: NOV 16 MSAM/MEDICARE ACES														
6506 Henry Schein, Inc		329.08	.00	329.08	329.08	.00	.00	.00	.00					
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
36451247	VCHR	14783	11/23/16	11/30/16	11/23	11/23	329.08			329.08	23			553
REF: SHACC DENTAL SUPPLIES														
5 M Industries, Inc		763.74	.00	763.74	763.74	.00	.00	.00	.00					
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
1818835020	VCHR	14825	12/06/16	12/13/16	12/06	12/06	644.96			644.96	10			621,651, INV
REF: HH INVENTORY/SUPPLIES														
1818926562	VCHR	14826	12/07/16	12/13/16	12/07	12/07	118.78			118.78	9			INV
REF: HH INVENTORY														
6642 Premier Janitorial Supplies		53.09-	.00	53.09-	53.09-	.00	.00	.00	.00					
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
A6902	CR-M	14761	11/30/16	11/30/16	11/30	11/30	77.39-			77.39-	16			101
REF: CREDIT-RTN ITEMS														
A6924	VCHR	14762	11/30/16	11/30/16	11/30	11/30	24.30			24.30	16			L
REF: (5) FANTASTIK														

A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS						
6697 Geneva Software Company		600.00	.00	600.00	600.00	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
20431	VCHR	14757	12/01/16	12/06/16	12/01	12/01	600.00			600.00	15			131
REF: DEC 16 QUANTUM SUPPORT														
6730 Tri-County Home Medical		28.00	.00	28.00	28.00	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
170	VCHR	14717	11/29/16	11/29/16	11/29	11/29	28.00			28.00	17			624
REF: WO OXYGEN/PORTABLE														
6796 T.C. Record-Eagle, Inc		760.00	.00	760.00	760.00	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
451135	VCHR	14750	11/20/16	11/30/16	11/20	11/20	760.00			760.00	26			551
REF: NP RECRUITMENT AD														
6867 Cooper, Kevin DDS		1,800.00	.00	1,800.00	1,800.00	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
113016	VCHR	14730	11/30/16	11/30/16	11/30	11/30	1,800.00			1,800.00	16			553
REF: NOV 16 SHACC DENTAL SERVICES														
71		8.93	.00	8.93	8.93	.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
112216	VCHR	14838	11/30/16	11/30/16	11/30	11/30	8.93			8.93	16			429
REF: 11/22/16 MILEAGE														
9020 MERS-EFT		4,863.40	.00	4,863.40	2,488.40	2,375.00	.00	.00						
-----DOCUMENT-----														
INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
110116	VCHR	14506	11/01/16	11/01/16	11/01	12/31	1,119.69			1,119.69	45			PAYROLL RELATED
REF: Employee deductions														
111516	VCHR	14605	11/15/16	11/15/16	11/15	01/14	1,255.31			1,255.31	31			
REF: Employee deductions														
120116	VCHR	14704	12/01/16	12/01/16	12/01	01/30	1,259.33			1,259.33	15			
REF: Employee deductions														
121516	VCHR	14806	12/15/16	12/15/16	12/15	02/13	1,229.07			1,229.07	1			
REF: Employee deductions														



A / P O P E N I T E M R E P O R T

VENDOR	STATUS	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS
9024 MERS		642.47	.00	642.47	642.47	.00	.00	.00

----DOCUMENT----

INVOICE#	TYPE	NUMBER	DATE	VOUCHER	DISC	DUE	AMOUNT	ALLOWED	TAKEN	NET-AMOUNT	AGE	LOC	BANK	PO-NUMBER
120116	VCHR	14705	12/01/16	12/01/16	12/01	01/30	298.22			298.22	15			
	REF: Employee deductions - DC													
121516	VCHR	14807	12/15/16	12/15/16	12/15	02/13	344.25			344.25	1			
	REF: Employee deductions - DC													

*PAYROLL RELATED*

	BALANCE	DISCOUNT	NET	30 DAYS	60 DAYS	90 DAYS	120 DAYS
GRAND TOTALS:	225,546.53	.00	225,546.53	222,971.90	2,574.63	.00	.00

CHIPPewa COUNTY HEALTH DEPARTMENT  
DECEMBER MEETING

A/P OPEN ITEM AMOUNT TOTAL	225,546.53
LESS VENDOR 9020 & 9024	<u>(5,505.87)</u> (amts included in payroll)
TOTAL OPEN ITEMS FOR BD MTG	220,040.66

A/P INVOICES PD DURING MONTH

Voucher #22-16H	1,000.00
Voucher #22-16J	1,987.11
Voucher #23-16D	404.00
Voucher #23-16E	3,549.00
Voucher #23-16G	<u>2,727.67</u>
Voucher #23-16H	762.52
Voucher #23-16I	9,482.48
Voucher #23-16J	<u>158.72</u>
TOTAL PAID INVOICES	20,071.50

TOTAL A/P INVOICES	<u><u>240,112.16</u></u>
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ACCOUNT CHECK REGISTER

BANK CODE 001 CENTRAL SAVINGS BANK CHECKIN

VOUCHER #22-16H

CHK CHECK\VOID	REMIT-TO NAME	INVOICE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
J DATE	VENDOR-#	DATE					
1136 11/21/16	2931 Pitney Bowes Postage by P 111816	11/18/16	14690		1,000.00	.00	1,000.00
MANUAL CHECK		REFILL POSTAGE METER					
		CHECK TOTALS:			1,000.00	.00	1,000.00
		BANK CODE TOTALS:			1,000.00	.00	1,000.00
0 COMPUTER CHECKS							
1 MANUAL PAYMENT CHECKS							
0 VOID CHECKS - TRX							
0 VOID CHECKS - STUBS							
0 VOID CHECKS - ERROR							
0 VOID CHECKS - FORM ALIGNMENT							
0 DIRECT DEPOSITS							
1 CHECKS TOTAL							
		COMPANY TOTALS:			1,000.00	.00	1,000.00

## ACCOUNTS PAYABLE CHECK REGISTER

VOUCHER #22-16J

CHK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHK NO	DATE	VOID	REMIT-TO NAME	VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
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159061	11/29/16		0039 Pingatore Cleaners, Inc	347761		11/22/16	14708		10.50	.00	10.50
COMPUTER CHECK											

CHECK TOTALS: 10.50 .00 10.50

159062	11/29/16		1984 City of Sault Ste Marie	4882		11/14/16	14711		1,384.00	.00	1,384.00
COMPUTER CHECK											

CHECK TOTALS: 1,384.00 .00 1,384.00

159063	11/29/16		2772 State of Michigan	761-8105781		11/29/16	14712		36.00	.00	36.00
COMPUTER CHECK											

CHECK TOTALS: 36.00 .00 36.00

159064	11/29/16		4233 hibn Inc - West	110316		11/29/16	14714		354.00	.00	354.00
COMPUTER CHECK											

CHECK TOTALS: 354.00 .00 354.00

159065	11/29/16		5631 WEX Bank	47701011		11/23/16	14715		182.61	.00	182.61
COMPUTER CHECK											

CHECK TOTALS: 182.61 .00 182.61

159066	11/29/16		6236 Gaslight Media	53387		11/29/16	14716		20.00	.00	20.00
COMPUTER CHECK											

CHECK TOTALS: 20.00 .00 20.00

BANK CODE TOTALS: 1,987.11 .00 1,987.11

6 COMPUTER CHECKS  
 0 MANUAL PAYMENT CHECKS  
 0 VOID CHECKS - TRX  
 0 VOID CHECKS - STUBS  
 0 VOID CHECKS - ERROR  
 0 VOID CHECKS - FORM ALIGNMENT  
 0 DIRECT DEPOSITS  
 6 CHECKS TOTAL

COMPANY TOTALS: 1,987.11 .00 1,987.11

## ACCOUNTS PAYABLE CHECK REGISTER

VOUCHER #23-16D

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK DATE	VOID	REMIT-TO NAME	VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
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159068	12/02/16		3312 EUPTA		120216	12/02/16	14735		404.00	.00	404.00
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COMPUTER CHECK

(3) 20 CROSS DI/(2)10 CROSS SI

CHECK TOTALS:									404.00	.00	404.00
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BANK CODE TOTALS:									404.00	.00	404.00
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1 COMPUTER CHECKS  
 0 MANUAL PAYMENT CHECKS  
 0 VOID CHECKS - TRX  
 0 VOID CHECKS - STUBS  
 0 VOID CHECKS - ERROR  
 0 VOID CHECKS - FORM ALIGNMENT  
 0 DIRECT DEPOSITS  
 1 CHECKS TOTAL

COMPANY TOTALS:									404.00	.00	404.00
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## ACCOUNTS PAYABLE CHECK REGISTER

VOUCHER #23-16E

NK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK DATE	VOID REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH# P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
159069	12/06/16	0039 Pingatore Cleaners, Inc	347824	11/25/16	14740	3.30	.00	3.30
COMPUTER CHECK				LAUNDRY		553		
				CHECK TOTALS:		3.30	.00	3.30
159070	12/06/16	1711 IM Diagnostics, Inc	00111646	11/18/16	14760	103.67	.00	103.67
COMPUTER CHECK				(4) BXS PREGNANCY TEST KITS		411		
				CHECK TOTALS:		103.67	.00	103.67
159071	12/06/16	1976 AT&T	112516	11/25/16	14737	29.44	.00	29.44
COMPUTER CHECK				NOV 16 SHACC FREEZER LINE		581		
				CHECK TOTALS:		29.44	.00	29.44
159072	12/06/16	2248 Weir Package and Freight	900655	12/06/16	14754	125.00	.00	125.00
COMPUTER CHECK				DEC 16 STG HOUSE RENT		101,581,621		
				CHECK TOTALS:		125.00	.00	125.00
159073	12/06/16	2453 AT&T	111916	11/19/16	14743	38.32	.00	38.32
COMPUTER CHECK				NOV 16 LONG DISTANCE		spread		
				CHECK TOTALS:		38.32	.00	38.32
159074	12/06/16	2548 Range Telecommunications	7234	12/06/16	14755	292.40	.00	292.40
COMPUTER CHECK				DEC 16 HH ANSWERING SERVICE		621 & 651		
				CHECK TOTALS:		292.40	.00	292.40
159075	12/06/16	2557 Lighthouse.Net	1409110	12/01/16	14734	96.00	.00	96.00
COMPUTER CHECK				JAN 17 INTERNET SERVICE		121 & 581		
				CHECK TOTALS:		96.00	.00	96.00
159076	12/06/16	3051 Centurylink	1394055033	11/23/16	14744	36.94	.00	36.94
COMPUTER CHECK				NOV 16 LONG DISTANCE		spread		
				CHECK TOTALS:		36.94	.00	36.94
159077	12/06/16	3635 Michigan Chamber Services	524951	11/18/16	14713	37.50	.00	37.50
COMPUTER CHECK				STATE/FED LABOR LAW POSTERS		101		
				CHECK TOTALS:		37.50	.00	37.50
159078	12/06/16	3867 Berry	112816	12/06/16	14756	279.00	.00	279.00
COMPUTER CHECK				DEC 16 HH WHITE PGS AD		621		
				CHECK TOTALS:		279.00	.00	279.00

ACCOUNTS PAYABLE CHECK REGISTER

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK DATE	VOID	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
159079	12/06/16		5440 Hospice of the EUP	764087	11/28/16	14745		40.64	.00	40.64
						CLASS SUPPLIES				
COMPUTER CHECK										
						CHECK TOTALS:		40.64	.00	40.64
159080	12/06/16		6033 Verizon Wireless	9775753339	11/21/16	14729		2,158.48	.00	2,158.48
						NOV 16 CELL PHONE CHGS				
COMPUTER CHECK										
						CHECK TOTALS:		2,158.48	.00	2,158.48
159081	12/06/16		6306 AT&T	112516	11/25/16	14739		77.68	.00	77.68
						NOV 16 HH PHONES				
COMPUTER CHECK										
						CHECK TOTALS:		77.68	.00	77.68
159082	12/06/16		6586 WEX Bank	47819272	11/30/16	14748		97.34	.00	97.34
						NOV 16 MARATHON GAS CHGS				
COMPUTER CHECK										
						CHECK TOTALS:		97.34	.00	97.34
159083	12/06/16		6734 Northern Transitions, Inc	113016	11/30/16	14749		48.00	.00	48.00
						NOV 16 RECYCLING PICK UP				
COMPUTER CHECK										
						CHECK TOTALS:		48.00	.00	48.00
159084	12/06/16		7049	112116	11/30/16	14731		30.36	.00	30.36
						11/21/16 MILEAGE				
COMPUTER CHECK										
						CHECK TOTALS:		30.36	.00	30.36
159085	12/06/16		7080	112916	11/30/16	14719		8.93	.00	8.93
						11/29/16 MILEAGE				
COMPUTER CHECK										
						CHECK TOTALS:		8.93	.00	8.93
159086	12/06/16		7081	32212	12/06/16	14758		46.00	.00	46.00
						REFUND OVER PYMT #32212				
COMPUTER CHECK										
						CHECK TOTALS:		46.00	.00	46.00
						BANK CODE TOTALS:		3,549.00	.00	3,549.00

A C C O U N T S   P A Y A B L E   C H E C K   R E G I S T E R

BANK CODE   001   CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH# P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
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18 COMPUTER CHECKS  
 0 MANUAL PAYMENT CHECKS  
 0 VOID CHECKS - TRX  
 0 VOID CHECKS - STUBS  
 0 VOID CHECKS - ERROR  
 0 VOID CHECKS - FORM ALIGNMENT  
 0 DIRECT DEPOSITS  
 18 CHECKS TOTAL

COMPANY TOTALS:      3,549.00      .00      3,549.00



## ACCOUNTS PAYABLE CHECK REGISTER

VOUCHER #23-16G

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK DATE	VOID	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
159087	12/08/16		0022 The Sault News	96827	11/27/16	14763		125.80	.00	125.80
COMPUTER CHECK					FULL TIME SANITARIAN POSITION			266		
CHECK TOTALS:								125.80	.00	125.80
159088	12/08/16		0173 War Memorial Hospital	V00012177190	12/02/16	14765		168.61	.00	168.61
COMPUTER CHECK					PINK RIBBON FUNDS			412		
CHECK TOTALS:								168.61	.00	168.61
159089	12/08/16		1097 Edgerly's Sew & Vac	18051	12/01/16	14766		7.98	.00	7.98
COMPUTER CHECK					(2) VACUUM BELTS			101		
CHECK TOTALS:								7.98	.00	7.98
159090	12/08/16		3859 AT&T	112516	11/25/16	14738		28.74	.00	28.74
COMPUTER CHECK					NOV 16 MAIN FAX LINE			spread		
CHECK TOTALS:								28.74	.00	28.74
159091	12/08/16		4241 DSTECH, Inc	322022	12/02/16	14725		795.00	.00	795.00
COMPUTER CHECK					DEC 16 ZULTY PHONE SYSTEM			101		
				322078	12/02/16	14726		1,195.00	.00	1,195.00
					DEC 16 FIBER LINE			spread		
CHECK TOTALS:								1,990.00	.00	1,990.00
159092	12/08/16		6848 Bibby Financial Services, 1038272-01		11/21/16	14751		231.54	.00	231.54
COMPUTER CHECK					HH INVENTORY			INV		
					BILLING VENDOR: 6843 Homeline Medical Inc					
CHECK TOTALS:								231.54	.00	231.54
159093	12/08/16		7082 Bay View Obstetrics	33281	12/02/16	14767		175.00	.00	175.00
COMPUTER CHECK					PINK RIBBON FUNDS			412		
CHECK TOTALS:								175.00	.00	175.00
BANK CODE TOTALS:								2,727.67	.00	2,727.67
7 COMPUTER CHECKS										
0 MANUAL PAYMENT CHECKS										
0 VOID CHECKS - TRX										
0 VOID CHECKS - STUBS										
0 VOID CHECKS - ERROR										
0 VOID CHECKS - FORM ALIGNMENT										
0 DIRECT DEPOSITS										
7 CHECKS TOTAL										

ACCOUNTS PAYABLE CHECK REGISTER

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

CK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAXEN	CHECK AMOUNT
1146	12/09/16	5871 MERS HCSP	* 113016	11/30/16	14828		762.52	Spread .00	762.52
MANUAL CHECK									
							CHECK TOTALS:	762.52	762.52
1147	12/09/16	9018 MERS HCSP	120116	12/01/16	14702		434.61	.00	434.61
MANUAL CHECK									
							HCSP contributions		
							121516		
							12/15/16 14804		
							HCSP contributions		
							CHECK TOTALS:	911.44	911.44
							BANK CODE TOTALS:	1,673.96	1,673.96
0 COMPUTER CHECKS 2 MANUAL PAYMENT CHECKS 0 VOID CHECKS - TRX 0 VOID CHECKS - STUBS 0 VOID CHECKS - ERROR 0 VOID CHECKS - FORM ALIGNMENT 0 DIRECT DEPOSITS 2 CHECKS TOTAL									
							COMPANY TOTALS:	1,673.96	1,673.96

\* Highlighted item only on FOR AP,  
Other item included in payroll total.

ACCOUNTS PAYABLE CHECK REGISTER

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

VOUCHER #23-161

CHECK NO	CHECK DATE	VOID REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH# P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
159105	12/13/16	0022 The Sault News	112716	11/30/16	14811	185.00	.00	185.00
COMPUTER CHECK				NOV 16 HH NEWSPAPER ADS		621, 624, 651		
				CHECK TOTALS:		185.00	.00	185.00
159106	12/13/16	0032 AT&T	120416	11/30/16	14814	383.66	.00	383.66
COMPUTER CHECK				NOV 16 HH PHONES		621		
				CHECK TOTALS:		383.66	.00	383.66
159107	12/13/16	0038 Parker's Ace Hardware	462737	12/07/16	14764	7.49	.00	7.49
COMPUTER CHECK				BRUSH & CADDY		101		
			463018	12/06/16	14786	25.98	.00	25.98
				HANDLE-BATHROOM SINK				
			463339	12/12/16	14812	11.99	.00	11.99
				CREDIT-RTN FAUCET HANDLES				
			463347	12/10/16	14813	15.99	.00	15.99
				(2) FAUCET HANDLES				
				CHECK TOTALS:		37.47	.00	37.47
159108	12/13/16	2865 Accident Fund	120716	12/07/16	14823	3,223.00	.00	3,223.00
COMPUTER CHECK				JAN 17 WC PYMT		Spread		
				CHECK TOTALS:		3,223.00	.00	3,223.00
159109	12/13/16	2949 EUPTA	16394	11/30/16	14818	14.00	.00	14.00
COMPUTER CHECK				(1) DI FERRY CROSSING		621		
			16395	11/30/16	14819	24.00	.00	24.00
				(2) SI FERRY CROSSINGS		621		
				CHECK TOTALS:		38.00	.00	38.00
159110	12/13/16	3024 YP	120116	12/01/16	14787	735.00	.00	735.00
COMPUTER CHECK				DEC 16 YELLOW PGS ADS		330, 621, 624, 651, 654		
				CHECK TOTALS:		735.00	.00	735.00
159111	12/13/16	3142 AT&T	120416	11/30/16	14820	84.78	.00	84.78
COMPUTER CHECK				NOV 16 PHONES		316, 456, 330, 621		
				CHECK TOTALS:		84.78	.00	84.78

ACCOUNTS PAYABLE CHECK REGISTER

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK DATE	VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
159112	12/13/16		3328 AT&T	120116	11/30/16	14781		747.97	.00	747.97
COMPUTER CHECK										
								747.97	.00	747.97
								CHECK TOTALS:		
159113	12/13/16		4233 hibu Inc - West	120316	12/03/16	14789		359.32	.00	359.32
COMPUTER CHECK										
								359.32	.00	359.32
								CHECK TOTALS:		
159114	12/13/16		4655 Radio Time Billing	482016-41	12/02/16	14736		252.00	.00	252.00
COMPUTER CHECK										
								252.00	.00	252.00
								CHECK TOTALS:		
159115	12/13/16		5009 Sanofi Pasteur	907522501	12/01/16	14791		2,128.37	.00	2,128.37
COMPUTER CHECK										
								2,128.37	.00	2,128.37
								CHECK TOTALS:		
								849.87	.00	849.87
								CHECK TOTALS:		
								2,978.24	.00	2,978.24
159116	12/13/16		5813 St Ignace News	48465	11/24/16	14746		75.00	.00	75.00
COMPUTER CHECK										
								75.00	.00	75.00
								CHECK TOTALS:		
159117	12/13/16		5909 AT&T Mobility	120916	11/30/16	14822		362.04	.00	362.04
COMPUTER CHECK										
								362.04	.00	362.04
								CHECK TOTALS:		
159118	12/13/16		6250 Easy Trips & Transportati	8082066	11/30/16	14782		21.00	.00	21.00
COMPUTER CHECK										
								21.00	.00	21.00
								CHECK TOTALS:		
								21.00	.00	21.00
								CHECK TOTALS:		
								9,482.48	.00	9,482.48

14 COMPUTER CHECKS  
 0 MANUAL PAYMENT CHECKS  
 0 VOID CHECKS - TRX  
 0 VOID CHECKS - STUBS  
 0 VOID CHECKS - ERROR  
 0 VOID CHECKS - FORM ALIGNMENT  
 0 DIRECT DEPOSITS  
 14 CHECKS TOTAL

ACCOUNTS PAYABLE CHECK REGISTER

VOUCHER #23-16J

BANK CODE 001 CENTRAL SAVINGS BANK CHECKING

CHECK NO	CHECK DATE	VOID REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH# P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
159119	12/14/16	6562 State of Michigan	337715	12/14/16	14836	158.72	563 .00	158.72
COMPUTER CHECK					2017 RADIATION MACHINE LIC			
CHECK TOTALS:						158.72	.00	158.72
BANK CODE TOTALS:						158.72	.00	158.72
1 COMPUTER CHECKS								
0 MANUAL PAYMENT CHECKS								
0 VOID CHECKS - TRX								
0 VOID CHECKS - STUBS								
0 VOID CHECKS - ERROR								
0 VOID CHECKS - FORM ALIGNMENT								
0 DIRECT DEPOSITS								
1 CHECKS TOTAL								
COMPANY TOTALS:						158.72	.00	158.72

Personal Health Writeoffs – The writeoffs were reviewed. Approximately \$2569.67 relates to small balance older self-pay accounts. The rest relates to issues with insurance.

*It was recommended by Mr. Farnquist, supported by Mr. Moore, to writeoff the Personal Health accounts in the amount of \$2569.67.*

Travel Consult Waive – A staff member who provides the travel vaccine has requested to waive the travel vaccine education fee for her son who will be traveling to Guatemala. The Board of Health does not believe CCHD is in a position to waive fees. The only services currently given to staff without charge beyond what their insurance will pay are: Hep A, Hep B, TB, and influenza.

*It was recommended by Mr. Farnquist, supported by Mr. Moore, to not waive the travel vaccine fee.*

CHS Committee

A committee meeting was not held.

Environmental Health Committee

A committee meeting was not held.

VI. OLD BUSINESS

There is no old business.

VII. NEW BUSINESS

There is no new business.

VIII. HEALTH OFFICER REPORT

The Director's Report was reviewed.

Staff gifts from clients – Two staff received gifts from clients. Missy Pingatore received a wreath and Kim Smith received homemade chex mix.

IX. REVIEW OF COMMITTEE CALENDAR

There was no calendar for review.

X. OTHER

There was no other business.

XI. ADJOURNMENT

The meeting adjourned at 11:00 a.m.

Lana Forrest  
Deputy Health Officer

James R. Moore  
Board of Health Chairperson

RECOMMENDED AMENDMENTS TO THE  
CHIPPEWA COUNTY RECYCLING COMMITTEE FOR CHIPPEWA COUNTY  
BYLAWS

ARTICLE V

COMMITTEE

Section 2.

Number, Tenure, Qualifications. The committee shall consist of not less than seven (7), nor more than eleven (11) persons who shall be appointed as follows: up to four (4) members representing the Chippewa County Board of Commissioners, ~~one who is the chairperson of the Finance, Claims and Accounts Committee, one who is the chairperson of the Legislative and Natural Resource Committee, one who is the chairperson of the Board of Commissioners and one who is the County Controller; Administrator; up to two (2) Members representing the City of Sault Sainte Marie appointed by the Mayor; up to three (3) members representing the Townships appointed by the chairman of the Chippewa County Chapter of the Michigan Association of Townships; and up to two (2) members representing the Soo Sheltered Workshop Northern Transitions, Inc., appointed by the chairperson of the Soo Sheltered Workshop Northern Transitions, Inc.~~ Members shall serve for a term commencing January 1 and terminating December 31 of each year and may be reappointed to succeed themselves, ~~except the County appointments which are designations of office.~~

ARTICLES III, V, X

All Soo Sheltered Workshops, Inc. will be replaced with Northern Transitions, Inc.

Personal Health Writeoffs – The writeoffs were reviewed. Approximately 100 writeoffs relates to small balance older self-pay accounts. The rest relates to issues with insurance fees.

*It was recommended by Mr. Farnquist, supported by Mr. Moore, to writeoff the Personal Health accounts in the amount of \$2569.67.*

Travel Consult Waive – A staff member who provides the travel vaccine has requested to waive the travel vaccine education fee for her son who will be traveling to Guatemala. The Board of Health does not believe CCHD is in a position to waive fees. The only services currently given to staff without charge beyond what their insurance will pay are: Hep A, Hep B, TB, and influenza.

*It was recommend by Mr. Farnquist, supported by Mr. Moore, to not waive the travel vaccine fee.*

CHS Committee

A committee meeting was not held.

Environmental Health Committee

A committee meeting was not held.

**VI. OLD BUSINESS**

There is no old business.

**VII. NEW BUSINESS**

There is no new business.

**VIII. HEALTH OFFICER REPORT**

The Director's Report was reviewed.

Staff gifts from clients – Two staff received gifts from clients. Missy Pingatore received a wreath and Kim Smith received homemade chex mix.

**IX. REVIEW OF COMMITTEE CALENDAR**

There was no calendar for review.

**X. OTHER**

There was no other business.

**XI. ADJOURNMENT**

The meeting adjourned at 11:00 a.m.

Lana Forrest  
Deputy Health Officer

James R. Moore  
Board of Health Chairperson

Board of Health Minutes  
December 22, 2016  
Page 2

Exhibit E



RECOMMENDED AMENDMENTS TO THE  
CHIPPEWA COUNTY RECYCLING COMMITTEE FOR CHIPPEWA COUNTY  
BYLAWS

ARTICLE V

COMMITTEE

Section 2.

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ARTICLES III, V, X

All Soo Sheltered Workshops, Inc. will be replaced with Northern Transitions, Inc.

County Board  
Policy No. 101

Bylaws and Rules of Procedure

County Board Approval: November 9, 2009  
Amended: January 4, 2016

ARTICLE I: MEETINGS

- 1.1 Regular Schedule. Regular meetings of the Chippewa County Board of Commissioners are held on the second Monday of each month, unless otherwise noted and approved during the Organizational meeting. The annual meeting, a statutory meeting (Rule 1.2) shall take place of a regular Board meeting unless otherwise determined by the Board.

Any regular or adjourned meeting of the Board which falls upon a legal holiday, or a day in which the Courthouse is closed, shall automatically be set over to the next secular place indicated for the regularly scheduled meeting, unless the Board, in session, determines otherwise.

- 1.2 Annual Meeting. The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16.

- 1.3 Special Meetings. A special meeting of the Board of Commissioners shall be held when called by the chair or requested by at least one-third of the Commissioners. Such request shall be in writing, addressed to the clerk, specifying the time, place of such meeting, and signed by all Commissioners requesting such meeting. Upon receipt of such request the Clerk shall immediately give notice in writing to each of the Commissioners by causing such notice to be delivered to each Commissioner, or by leaving such notice to the place of residence of such Commissioner, or by mailing a copy of such notice to his/her post office address by certified mail, return receipt requested. Notice must be given at least ten (10) days before the time of such special meeting.

Formal action may be taken at a special meeting held within ten (10) days of a request, pursuant to an opinion of the Attorney General, No. 5898, May 12, 1981, provided all Commissioners sign a waiver of the ten (10) day notice, all Commissioners attend the special meeting, and the notice requirements provided in section 1.72 are complied with. Failure to meet these requirements will void any formal action taken by the Board at such a meeting. Should the holding of a special meeting be requested within ten (10) days of such request the, Commissioner(s) making such a request should contact the Prosecuting Attorney to insure that no additional legal requirements other than those stated herein have accrued subsequent to the approval of this Section 1.3.

- 1.4 Work Session. Work Sessions of the Board of Commissioners may be held at a date, time, and place established by the Board. Formal action may not be taken at a work session.

- 1.5 Time. The regular Monday meetings of the Board of Commissioners will begin at TBD.

- 1.5.1 Permanent Order of Report for Regular Meetings

- A. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
- B. Building, Grounds and Jail/ Legislative and Natural Resources/Information Technology
- C. Finance, Claims and Accounts

- 1.6 Place. The Board will meet in the circuit courtroom of the Chippewa County Courthouse or at such place designated in the Public Notice.
- 1.7 Public Notice of Meetings. The Clerk of the Board of Commissioner each year shall, within ten (10) days after the first meeting of the Board of Commissioners each calendar year, give public notice of the schedule of time and place of scheduled Board meetings by posting the schedule in the County Clerk's Office in the Courthouse and in any other conspicuous place in the Courthouse that the County Clerk shall designate as appropriate.
- 1.8 Change in Schedule. If there is a change in the schedule of regular meetings or work sessions of the Board of Commissioners, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of Board meetings.
- 1.8.1 Rescheduled Regular, Work Session or Special Meeting. For rescheduled regular, work session, or special meetings of the Board of Commissioners, public notice designating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of eighteen (18) hours' notice does not apply to special meetings of subcommittees.
- 1.8.2 Reconvening of Recessed Meeting. A meeting of the Board of Commissioners, which has recessed for more than thirty-six (36) hours, shall be reconvened only after public notice, which is equivalent to that required for rescheduled or special meetings as set forth above.
- 1.8.3 Mailing of Notices, Procedures Payment of Fee. Upon written request of an individual, organization, firm, or corporation, and upon the requesting parties' payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such Notices (such fee to be determined by the Clerk for the County of Chippewa) the Board of Commissioners shall send to the requesting party by first-class mail a copy of any Notice required to be posted pursuant to these Bylaws.
- 1.8.4 News Media Provision of Copy of Notice without Charge. Upon written request, at the same time a public notice of a meeting is posted, pursuant to these Bylaws, the County Clerk shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge, when so requested by any newspaper, radio station, or television station.
- 1.8.5 Public Meeting. The Board of County Commissioners shall sit with open doors, and any person may attend its meeting.

## ARTICLE 2: QUORUM

- 2.1.1 Quorum. A majority of Commissioners of Chippewa County shall constitute a quorum for the transaction of ordinary business of the County.
- 2.1.2 Absence of Quorum. Upon the absence of a quorum, the members present may adjourn from time to time or to a time certain. Pubic Notice is not required if the time set for reconvening is less than thirty-six (36) hours.

### ARTICLE 3: VOTING

3.1 Majority Vote. Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

3.1.1 A two-thirds vote shall be required on the following procedural motions:

- A. To suspend the rules of order of business
- B. To limit or extend debate
- C. To object to consideration
- D. To move previous question
- E. To hold a closed session pursuant to Open Meetings Act

3.2 Roll Call Vote. The names and votes of members shall be recorded on an action which is taken by the Board of County Commissioners if the action is on an ordinance, resolution, or apportionment or election of any officer, except that for the election of a Board Chairman the vote may be by secret ballot. Upon the demand of any member present, a roll call vote shall be ordered and recorded by the Board Clerk.

3.3 Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of electing the Chairman of the Board.

3.4 Mandatory Voting. Each member present shall be required to vote on every question unless they deem themselves to be in conflict of interest, in which case the member may abstain.

3.5 Reconsideration of Vote. When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for a reconsideration thereof, on all voice votes, any member may move for a reconsideration. No matter may be reconsidered more than once.

3.6 Conflicts of Interest. A commissioner shall not be interested directly or indirectly in any contract or other business transaction with the County, or a board, office, or commission thereof, during the time for which he is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by  $\frac{3}{4}$  of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest. This prohibition does not apply to county appointments or employment.

### ARTICLE 4: ORGANIZATION

4.1 Chairperson.

4.1.1 Election. During the first meeting of the year following a county commission election, the chairperson shall be elected for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term. The Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Chairperson of the Board. Said Chairperson shall take office and assume the duties immediately upon election. If a vacancy occurs in the office of Chairperson, then the Vice-Chairperson shall assume the office of Chairperson.

4.1.2 Duties.

- 4.1.2.1 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions of order subject to appeal to the Board.
- 4.1.2.2 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board in the certification of the tax roll.
- 4.1.2.3 The Chairperson shall serve in such capacities and make appointments as the law shall require.
- 4.1.2.4 The Chairperson shall serve as an ex-officio member on all Board Committees. The Chairperson shall not vote on committee matters except as serving as a regular member of a committee.
- 4.1.2.5 The Chairperson shall preside at all meetings of the committee work sessions.
- 4.1.2.6 The Chairperson, for purpose of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County Board of Commissioners.
- 4.1.2.7 Upon election, subject to the disapproval of a two-thirds (2/3) majority of all members of the Board the Chairperson shall proceed to appoint all standing and special committees, and shall designate the Chairperson of each standing committee, and shall also designate a Vice-Chairperson to the Finance Committee. Unless a Board member voices an objection to the Chairperson's appointments, approval will be presumed. The Chairperson may change membership and chairmanship of committees at any time subject to the same conditions of the initial appointments. The Chairperson may designate the Chairperson of special committees or leave that determination to the individually appointed special committees.
- 4.1.2.8 The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance as permitted by law and in the same manner as courts of law.
- 4.1.2.9 The Chairperson of the Board, when appropriate, shall refer matters coming before the Board to one of the standing or special committees of the Board and the Chairperson shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the Board.
- 4.1.3 Vice-Chairperson.
  - 4.1.3.1.1 Election. During the first meeting in each calendar year, the Board of commissioners shall select, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. Upon being elected, said Vice-Chairperson shall immediately take office and assume all duties of the office. If a vacancy occurs in the office of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. In the absence of an election, it is assumed that the current Vice-Chairperson shall continue to fill the office.

4.1.4 Duties.

4.1.4.1 The Vice-Chairperson shall preside over meetings of the Board if the Chairperson is absent.

4.1.4.2 The Vice-Chairperson shall preside at all meetings of the Committee work sessions if the Chairperson is absent.

4.2 County Clerk Duties

4.2.1 To preside, until a Chairperson or temporary Chairperson is elected, during the first meeting of the Board of Commissioners in each calendar year.

4.2.2 To record all the proceedings of the Board in a book provided for that purpose.

4.2.3 To make regular entries of all the Board's resolutions and decisions upon all questions.

4.2.4 To record the vote of each commissioner on any question submitted to the Board, if required in accordance with Rule 3.2.

4.2.5 To certify, under Seal of the circuit Court or the official seal of the County, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board of Commissioners, when required by any other person upon payment of reproduction costs.

4.2.6 To perform such other and further duties as the Board, by resolution may require.

4.2.7 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Clerk shall appoint another person to act as temporary Clerk until the Clerk or duly appointed deputy arrives.

4.3 Parliamentarian. The Prosecuting Attorney of the County or his designated Assistant shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

4.4 Standing Committees. The Board of commissioners shall have the following standing committees with the following number of members:

Finance, Claims and Accounts.....	Five Members
Building, Grounds and Jail/ Legislative & Natural Resources/Information Technology.....	Three Members
Personnel/Equalization and Apportionment/ Transportation/Health and Social Services.....	Three Members

4.4.1 Duties.

4.4.1.1 Each standing committee shall report to the Board on all matters referred to the committee by the Chairman of the Board or by Board action.

4.4.1.2 Each standing committee is responsible for reviewing and recommending to the Board matters as outlined in Board policies.

4.4.1.3 All matters to be presented to a standing committee of the Board shall be presented first to the Administrator, who shall then present the same to the appropriate standing committee.

- 4.4.1.4 Each standing committee shall have and perform such duties as the Board may direct.
- 4.4.2 Meetings Standing Committees: Meetings of standing Committees may be convened by its Chairperson at any time upon reasonable written or telephonic notice to its members and to the Chairperson of the Board of commissioners. In the absence of the Chairperson, the Vice-Chairperson (if appointed) will conduct the meeting; in the absence of an appointed Vice-Chairperson, the most senior member of the Commission will conduct the meeting.
- 4.4.2.1 The time, date and place of all committee meetings shall be announced at the regular board meeting immediately preceding the committee's meeting if known.
- 4.4.2.2 The County Administrator, in conjunction with the committee chairperson, shall prepare an agenda for committee meetings, and the administrator or County Clerk shall be designated as recorder for the purpose of preparing official minutes of the meeting to be signed by the chairperson and recorder.
- 4.4.3 Special Committees. Subject to the disapproval of a two thirds (2/3) majority of the Board of Commissioners, the Chairperson of the Board may establish special committees and designate commissioners to serve thereon. Unless a Board member objects to the Chairperson's designation, approval will be presumed. The membership of special committees shall automatically terminate upon the succession to office of a new Chairperson of the Board, unless reappointed by the new Chairperson of the Board.
- 4.4.4 Discharge of Committee. The Board by a majority of all its members, may discharge any standing or special committee from further consideration of any matter referred to the committee if the motion to discharge was properly placed upon the agenda of the meeting. At which action is desired, shall require a two-thirds (2/3) vote of all members of the Board in order to secure passage.
- 4.5 County Administrator.
- 4.5.1 A County Administrator will be hired by the Board of Commissioners to perform duties assigned to that individual by the Board, and in accordance with state statute.
- 4.5.2 A job description for the County Administrator will be developed by the Personnel Committee and will be reviewed periodically by the committee for recommendation to the Board if deemed appropriate.
- 4.5.3 The Personnel Committee may conduct a formal evaluation of the Administrator periodically but not less than once a year.

## ARTICLE 5: CONDUCTING OF MEETINGS

### 5.1 Order of Business for Regular Meetings.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Additions/Deletions and Acceptance of Agenda
- V. Approval of County Commission Minutes

- VI. Correspondence received in the County Clerk's office
- VII. Public Comments
- VIII. County Administrator's Report
- IX. Old Business
- X. New Business
- XI. Standing Committee Reports:
  - a. Building, Grounds and Jail /Legislative and Natural Resources/Information Technology
  - b. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
  - c. Finance, Claims and Accounts
- XII. Commissioners report on meetings as Board representative and General Comments.
- XIII. Adjournment and/or recess to a date and time certain or at the call of the chairperson.

5.2 Agenda. All information to be placed on the agenda must be received by the County Administrator no later than 4:00 p.m. on the sixth day immediately preceding said regular or adjourned regular meeting, or less, if approved by the Administrator. The County Administrator, with the approval of the Chairperson, shall provide the County Clerk with necessary information for the preparation of an agenda. On or before the fourth day before each regular meeting, the Administrator shall deliver to each member the agenda for the meeting. Contained therewith shall be a brief description of all matters to be considered; a copy of committee reports and recommendations of the Administrator to be acted upon at said meeting shall be attached thereto. At the discretion of the Board, the County Administrator may assist in the preparation of the agenda subject to the approval of the Chairperson of the Board.

5.3 Adjournment. A motion to adjourn will mean adjournment to the next regular meeting or the call of the chair.

## ARTICLE 6: RIGHTS AND DUTIES OF COMMISSION MEMBERS

### 6.1 Speaking Priorities and Limits.

- 6.1.1 Every member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language. Members shall conduct themselves professionally at all times during meetings and shall not engage in inflammatory criticisms of county employees or other commissioners.
- 6.1.2 A member, once recognized, shall not be interrupted when speaking unless for purposes of calling the member to order, or as herein otherwise provided. If a member while speaking is called to order, he shall cease speaking until the question of order be determined and, if in order, he shall be permitted to proceed.
- 6.1.3 A Commissioner may request, through the Chairperson, the privilege of having an abstract of his statement on any subject under consideration by the commission entered in the minutes. Such statement shall be entered in the minutes.
- 6.1.4 The sponsor of any properly moved and seconded motion, resolution, ordinance or report, not appearing on the agenda for the meeting shall have the right to speak for a time not longer than three (3) minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine



which person shall first speak under this rule.

- 6.1.5 No member shall speak more than once on any subject being debated until every member who chooses to speak shall have spoken unless permission is given by the Board. Permission shall be assumed given unless a Board member raises an objection.

## ARTICLE 7: NON-MEMBER ADDRESSES TO COMMISSION

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting EXCEPT:

- 7.1 Any County official, who wishes to address the Board during the discussion on an item affecting his/her department may do so, providing that the County Chair deems it appropriate.
- 7.2 The parliamentarian when called upon to advise on procedure or when recognized by the Chair.
- 7.3 Any person who has been requested by the chair to be on the agenda to comment on a matter before the Board
- 7.4 Any member of the public speaking under the privilege of "Limited Public Comment", or "General Public Comment."
- 7.5 Limited Time.
- 7.5.1 The maximum time for public discussion by way of addressing the Board on only one (1) topic shall be three (3) minutes per speaker, with a fifteen (15) minute maximum on any one topic. If there are more than five (5) persons who wish to individually speak on one (1) topic, then the fifteen (15) minutes time limit shall be equally divided among the total number of persons who wish to address the Board.
- 7.5.2 This limitation of time on addressing the Board may be extended by a majority vote of the Commissioners present at the Board meeting. MCL 15.263(5).
- 7.6 When deemed necessary, at the discretion of the Chairperson, the following procedure may be used to conduct any Public Hearing.

The Clerk of the Board, or designee, shall make cards available at the room where the Commissioners' Meeting is to be held before commencement of each meeting. Each person desiring to address the Commissioners shall fill out such a card providing the following:

- A. Name
- B. Business
- C. Topic upon which the person wishes to address the Board including indication as to whether the matter is related to an item on the Board's agenda. A brief statement of position (pro or con) should be included to aid the Chair in recognizing a variety of points of view.

To be recognized, one must return the cards referred to above to the Clerk of the Board, or designee, prior to Board discussion on the agenda item one wishes to address.

## ARTICLE 8: PARLIAMENTARY AUTHORITY AND PROCEDURE

8.1 Authority. "Robert's Rules of Order" (Newly Revised) shall govern all questions of procedures which are to not otherwise provided by these rules or state law.

### 8.2 Procedure.

8.2.1 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. At the request of any member of the Board, a motion shall be presented in writing.

8.2.2 Motion to Clear the Floor. If in the judgment of the Chairperson, procedural matters have been confused the Chairperson may request a "motion to clear the floor." Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

8.2.3 Order of Precedence of Motions. When a motion is seconded and is before the Board, no other motion shall be received except the following:

- To fix the time to which to adjourn
- To adjourn
- To move the previous question
- To lay on the table
- To postpone indefinitely
- To postpone to a time certain
- To refer
- To amend

These motions shall have precedence in the order as named above.

## ARTICLE 9: PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS

9.1 The County Administrator shall be responsible for notifying the Board of Commissioners at least forty-five (45) days prior to the expiration of any term of office on any Board or Commission which members are appointed by the Board of Commissioners.

9.2 It shall be the responsibility of the Administrator to prepare public notices of vacancies. Such action shall not require board approval.

9.3 Public notices must be given whenever a vacancy occurs on one the Boards or Commissions which the Board of Commissioners is responsible for filling, provided that such vacancy is one which must be filled by a member of the general public; such public notice shall describe the nature of the Board or commission, the duties of the members and the terms of office. The public notice should also indicate where applications are available. Any sitting appointee wishing to be considered for reappointment to a Board or Commission must notify the County Administrator in writing if he/she wishes to be considered for reappointment.

9.4 Public notice of vacancies on Boards or Commissions shall take the form of a press release prepared by the County Administrator and made available to radio stations and newspapers.

9.5 When nominations are closed by an approved motion, appointments will be made by a majority vote of the Board members.

9.6 An individual who submits to the County Administrator, by the stated date and hour, an "Application of Interest," or in any other manner or form publicly announced, and meets the criteria established by the Board, will be considered a nominee for the particular position applied. Any person who has been found guilty of theft from Chippewa County or any related boards, agencies, or entity that the County is associated with shall not be eligible for appointment to any Board or Commission and any application submitted by such individual shall be deemed invalid.

At any session of the Chippewa County Commission where a name, or names, are offered as nominees for appointment to a county Board or Commission, that name, or names, shall after nominations are announced, remain before the Commission until the next regular session of the Commission when the vote on said nominee or nominees shall take place. The Board of Commissioners may suspend this section by a two-thirds (2/3) vote of the members present, however, a majority of the members elected and serving shall be required for final appointment to a County Board or Commission.

For vacancies that expire on 12/31 the Board of Commissioners will nominate and vote to fill the previously approved nominees at the Board of Commissioners, January Organizational meeting.

9.7 When nominating and voting to fill more than one vacancy on a board or commission shall be as follows:

9.7.1 The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.

9.7.2 Commissioners will then vote to fill the vacancy of the second available position. The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.

9.7.3 The same procedure as cited in 9.7.2 above will be followed for each ensuing vacancy to be filled on the board or commission under consideration.

9.7.4 Should, after advertising of a vacancy on a Board or Commission, a nominee who has submitted an Application of Interest does not receive the required three (3) votes, or no applications are received in a timely manner, the chair will open nominations from the floor and an individual may be elected to the board or commission or, the Board may vote to re-advertise the position.

#### ARTICLE 10: ADOPTION AND AMENDMENT OF RULES

10.1 These rules having been adopted by not less than a two-thirds (2/3) vote of all the members of the Board, may be amended or rescinded by a two-thirds (2/3) vote of all the members of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment of these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption stipulates otherwise.

## **ARTICLE 11: PUBLICATION OF PROCEEDINGS**

- 11.1 The Clerk of the Board shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The Administrator is authorized to be the Recorder at all committee meeting and will keep minutes in the same manner as stated above for signature by the committee chairperson.
- 11.2 The minutes taken at a Board meeting shall be public records open to public inspection and copies of the same shall be available to the public at the County Clerk's Office for the reasonable estimated cost for printing and copying.
- 11.3 Proposed minutes of the Board meeting to which they refer shall be available to the public for inspection not more than eight (8) business days after the Board meeting. Approved minutes shall be available for public inspection at the County Clerk's Office not later than five (5) business days after the meeting at which the minutes are approved by the Board of Commissioners. MCL 15.269.

## **ARTICLE 12: BOARD VACANCIES**

- 12.1 When a vacancy occurs in the office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. The person appointed to fill a vacancy which occurred in an odd numbered year shall serve until the vacancy is filled with a special election. That special election shall be called by the Board of Commissioners. The person appointed to fill a vacancy which occurs in a year which is an election year for the office of County Commission shall serve the remainder of the unexpired term. If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, the vacancy shall be filled by a special election regardless of whether the year is an election year or an odd year.

## **ARTICLE 13: SENDER**

- 13.1 The masculine pronoun wherever used in the Bylaws shall include the feminine pronoun and the singular pronoun, the plural, unless the context clearly requires otherwise.

## **ARTICLE 14: PREVIOUS BYLAWS AND RULES**

- 14.1 These Chippewa County Bylaws and Rules of Procedure supersede any and all Bylaws and Rules of Procedures, and amendments, adopted prior to this date.

Date: 12/19/2016

A.M. Best Rating: A+ (Superior)

Financial Size Category: XV

Admitted in New Jersey

1000 Howard Blvd. Suite 300, Mt. Laurel, NJ 08054

Phone: (856) 429-9200

Fax: (856) 429-8611

To: BURNS & WILCOX, LTD

From: Mandy Murphy

Commission: 10%

Attn: BRADLEY WOODHULL

[mmurphy@admiralins.com](mailto:mmurphy@admiralins.com)

Reference: 04NQWQ 003

Subject: JOSEPH M. GARLINGHOUSE, M.D.

Direct Dial: (856) 354-8888

Renewal Of: EO000027599-02

### QUOTE

Coverage: Physicians, Surgeons and Dentists Professional Liability  
Business Service: Medical Director for Chippewa County Health Department  
Limits of Liability: \$1,000,000 Each Claim  
\$3,000,000 Aggregate  
\$25,000 HIPAA Prot. - Each "Hearing"  
\$50,000 HIPAA Prot. - Aggregate  
Deductible: No Deductible Applies  
Premium: \$5,000 Flat Rate.  
Retroactive Date: 09/01/2008 Professional Liability

Minimum Retained Premium: 25% Minimum Retained at Inception

This quotation will expire on 01/13/2017 This quotation may not include all terms and conditions requested.

### TERMS & CONDITIONS

#### Schedule of Forms & Endorsements

	<a href="#">View</a>	<a href="#">View All Forms</a>
JA10010313	<a href="#">View</a>	COVER JACKET - ADMIRAL INSURANCE COMPANY
DE20300703	<a href="#">View</a>	PHYSICIANS SURGEONS & DENTISTS PROFESSIONAL LIABILITY DECLARATIONS
EO09541116	<a href="#">View</a>	PS&D PROFESSIONAL LIABILITY INSURANCE COVERAGE PART
AE07210998	<a href="#">View</a>	MINIMUM RETAINED PREMIUM
EO04590404	<a href="#">View</a>	COVERAGE LIMITATION
EO10640710	<a href="#">View</a>	CONSENT TO SETTLE ENDORSEMENT
EO12600813	<a href="#">View</a>	NON PARTICIPATION DISCLOSURE NOTICE TO POLICY HOLDERS ALL STATES PATIENTS COMPENSATION
10010207	<a href="#">View</a>	FUNDS AND INSURED'S WARRANTY OF COMPLIANCE
010030710	<a href="#">View</a>	LIMITED LIABILITY COMPANY (LLC) AS AN INSURED
EO10500710	<a href="#">View</a>	INCIDENT TRIGGER WORDING AMENDED "CLAIM" DEFINITION
EO10510710	<a href="#">View</a>	HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) SUBLIMIT
EO10520710	<a href="#">View</a>	AMENDED EXTENDED OPTIONAL CLAIMS REPORTING PERIOD 1 2 3 YEARS
AI44020313	<a href="#">View</a>	LOCUM TENENS PHYSICIAN COVERAGE
AI66500115	<a href="#">View</a>	SERVICE OF SUIT
	<a href="#">View</a>	PROFESSIONAL LIABILITY TERRORISM EXCLUSION (ABSOLUTE)

- WE REQUIRE A CURRENTLY SIGNED & DATED APPLICATION. AN ORIGINAL, FAXED COPY, PHOTOCOPY OR EMAILED COPY IS ACCEPTABLE
- A CURRENTLY SIGNED AND DATED APPLICATION IS REQUIRED PRIOR TO BINDING. THE DATE APPEARING ON THE SIGNATURE PAGE OF THE APPLICATION SHOULD BE WITHIN 60 DAYS OF THE REQUESTED EFFECTIVE DATE OF COVERAGE

### COMMENTS

Ready to bind.

The terms and conditions set forth in the renewal policy described in this quote authorization letter may be more restrictive than the terms and conditions set forth in the expiring policy. The descriptions contained in this letter summarize selected terms and conditions of the renewal policy. The renewal policy itself, and not this letter, will govern the insured's rights as a policyholder. Specimen copies of most policy forms are available for your review via the links embedded in this letter. Complete policy wording may be made available upon your written request. Please read and compare carefully.

Acceptable Certificates of Insurance - Unaltered ACORD form only  
Certificates of Insurance should not be forwarded to Admiral.

## MASTER SERVICE AGREEMENT

THIS MASTER SERVICE AGREEMENT ("Agreement") is made this 7th of September, 2016 ("Effective Date") by and between DSTech Inc. ("Master Service Provider" or "MSP"), 1431 N 26<sup>th</sup> St., Escanaba, MI 49829 and Chippewa County Health Department, 508 Ashmun St., Sault Ste Marie, MI ("Customer").

1. **SCOPE OF AGREEMENT.** This Agreement serves as a master agreement and applies to Customer's purchases from MSP, of services ("Services"), as well as licenses for software, hardware, support and maintenance services, and/or subscription services (collectively, "Product"). Customer hereby engages and retains MSP to render Services as more particularly set forth in Addendum A (the "Statement of Work") attached hereto and incorporated herein by reference. No Product or Services will be provided under this Agreement alone, but may require the execution of a written or electronic purchase order form, or other mutually acceptable order documentation, which contains terms relating to this Agreement, each of which must be executed by both parties and, upon such execution, is deemed incorporated in this Agreement for all purposes. The parties hereby further agree that the parties may execute multiple Orders and Statements of Work under this Agreement. In the event of any conflict between the terms of the Purchase Order and Statement of Work and those of this Agreement, the terms of the Purchase Order or Statement of Work will prevail.
2. **TERM AND TERMINATION.** This Agreement will begin on the Effective Date and will continue until each Order expires or is terminated. MSP may: (a) terminate a specific Order if Customer fails to pay any applicable fees due for that Order within 30 days after receipt of written notice from MSP of non-payment; and/or (b) terminate this Agreement or an Order if Customer commits any other material breach of this Agreement and fails to cure such breach within fifteen (15) days after receipt of written notice from MSP. If an Order for Services is terminated, Customer will promptly pay MSP for Services rendered, and expenses incurred through the termination date.
3. **PAYMENT.** Customer will pay MSP all fees due upon receipt of an invoice specifying the amounts due ("Fees"). All Fees payable under this Agreement are exclusive of sales, use, excise, and any other applicable transaction taxes, which Customer will pay (excluding taxes based upon the net income of MSP). If payment is not received on or before any invoice due date, interest shall begin to accrue and be payable at the lesser of the maximum rate permitted under applicable law or at the rate of one and one-half percent (1.5%) (or any other interest rate in accordance with the state's law) per month from the date due until paid in full. Customer shall pay all expenses, including actual attorneys' fees, incurred by MSP or its representatives in enforcing its rights under this Agreement, provided that MSP is successful on the merits. Customer's obligation to pay undisputed amounts due for Services and MSP's right to all such amounts are absolute and unconditional. Customer is not entitled to setoff of such amounts. All Fees will be detailed in an Order. Unless otherwise stated in a Purchase Order, Customer agrees to pay or reimburse MSP for all actual, necessary, and reasonable expenses incurred by MSP in performance of such Purchase Order, which are capable of verification by receipt. MSP will submit invoices to Customer for such fees and expenses either upon completion of the Services, or at stated intervals, in accordance with the applicable Purchase Order.
4. **CONFIDENTIALITY AND NON-DISCLOSURE.** Both Parties to this Agreement recognize that, from time to time, they may come into contact with information that the other Party considers confidential. Confidential Information is defined for this Agreement as all information (whether written or oral) that comes into a Party's possession under or in connection with this Agreement that is reasonably considered by the disclosing Party to be confidential and is clearly identified as confidential. The Parties shall keep all Confidential Information in strict confidence.  
  
The recipient will use a reasonable standard of care in protecting Confidential Information, which will not be less than the standard of care the recipient uses to protect its own confidential information; only use Confidential Information to perform its obligations and exercise its rights under this Agreement; not disclose Confidential Information to any third party; when requested by the disclosing Party, return or destroy the Confidential Information.
5. **PROVISION OF MATERIALS AND SERVICES TO MSP.** Customer agrees to timely furnish, at its own expense, all personnel, all necessary computer hardware, software and related materials and appropriate and safe work spaces for purposes of MSP performing the services. Customer will also provide MSP with access to all information, passwords and facilities requested by MSP that is necessary for MSP to perform the services. Access may be denied for any reason at any time, however if access to information, passwords or facilities is denied, Customer understands that the MSP may be unable to perform their duties adequately and if such a situation should exist, the MSP will be held harmless.
6. **WORKING ENVIRONMENT.** Customer shall provide a suitable working environment for any Equipment located at Customer's facility. Such environment includes, but is not limited to the appropriate temperature, static electricity and humidity controls and properly conditioned electrical supply for each piece of Equipment. Customer shall bear the risk of loss of any Equipment located at Customer's facility.

7. **CUSTOMER RESPONSIBILITY FOR EQUIPMENT.** Customer acknowledges that from time to time (a) MSP may identify additional items that need to be purchased by Customer, and (b) changes in Customer's systems may be required in order for MSP to meet Customer's requirements. In connection therewith, Customer agrees to work in good faith with MSP to effectuate such purchases or changes. In the event that MSP is required to purchase any assets, including computer hardware and/or software, in connection with MSP providing the services, all such assets will remain the sole property of MSP unless specifically stated otherwise in writing. Customer will be responsible for the quality, completeness and workmanship of any item or service furnished by it and for ensuring that the materials provided to MSP do not infringe or violate the rights of any third party. Customer will maintain adequate backup for all data and other items furnished to MSP.

It is the Customer's responsibility for any failure or malfunction of electrical or telecommunications infrastructure or services that causes damage to MSP's products or services and MSP disclaims all responsibility for any loss including data.

8. **CUSTOMER DATA OWNERSHIP AND RESPONSIBILITY.** Customer shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of any data, information or material proprietary submitted by Customer to MSP.

8.1. **Software Installation or Replication.** If MSP is required to install or replicate Customer software as part of the Services, Customer will independently verify that all such software is properly licensed. Customer's act of providing any software to MSP will be deemed Customer's affirmative acknowledgement to MSP that Customer has a valid license that permits MSP to perform the Services related thereto. In addition, Customer will retain the duty and obligation to monitor Customer's equipment for the installation of unlicensed software unless MSP in a written statement of work ("SOW") expressly agrees to conduct such monitoring. Customer will indemnify and hold harmless MSP against all damages and expenses it may incur (including reasonable attorney's fees and disbursements) related to Customer providing infringing materials to MSP or any Customer breach of this Section.

9. **INTELLECTUAL PROPERTY.** MSP retains all intellectual property rights in any property invented or composed in the course of or incident to the performance of this Agreement, as well as any software, materials, or methods created prior to or after conclusion of any work. Customer acquires no right or interest in any such intellectual property, by virtue of this Agreement or the work performed under this Agreement.

9.1. Customer may only use and disclose Product in accordance with the terms of this Agreement and applicable Order. MSP reserves all rights in and to the Product not expressly granted in this Agreement. Customer may not disassemble or reverse engineer any software Product, or decompile or otherwise attempt to derive any software Product's source code from executable code, except to the extent expressly permitted by applicable law despite this limitation, or provide a third party with the results of any functional evaluation, or benchmarking or performance tests on the Products, without MSP's prior written approval. Except as expressly authorized in this Agreement or an Order, Customer may not (a) distribute the Product to any third party (whether by rental, lease, sublicense or other transfer), or (b) operate the Product in an outsourcing or MSP business to process the data of third parties. Additional usage restrictions may apply to certain third-party files or programs embedded in the Product - applicable installation instructions or release notes will contain the relevant details.

9.2. **License Agreements.**

(a) **License.** Subject to the terms of this Agreement, MSP grants Customer a perpetual, non-exclusive, non-transferable license to use and modify all programming, documentation, reports, and any other product provided as part of the Services solely for its own internal use.

(b) **Pre-Existing License Agreements.** Any software product provided to Customer by MSP as a reseller for a third party, which is licensed to Customer under a separate software license agreement with such third party, will continue to be governed by the third party license agreement.

9.3. **Third-Party Products.** Product warranties for third party products, if any, are provided by the manufacturers thereof and not by MSP. MSP's sole obligation is to act on behalf of Customer to assist in the satisfaction of any such warranty.

10. **WARRANTY.**

MSP warrants that it will perform the Services substantially in accordance with the specifications set forth whether under this Agreement, a purchase order, other work order or otherwise in connection with any of them. For any breach of the foregoing warranty, MSP will exercise commercially reasonable efforts to re-perform any non-conforming services that were performed within the ten (10) business day period immediately preceding the date of Customer's written notice to MSP specifying in reasonable detail such non-conformance. If MSP concludes that conformance is impracticable, then MSP will refund all fees paid by Customer to MSP reunder, if any, allocable to such nonconforming Services.

MSP does not warrant its products or services beyond a reasonable standard or skill consistent with industry standards. MSP does not warrant against any promises of cost savings, profits, returns on investment, delay in delivery of performance (unless delay was a consequence of a negligent act or omission)

**11. SOFTWARE HARDWARE & SECURITY.** Customer understands and agrees that data loss or network failures may occur, whether or not foreseeable, if the Customer fails to maintain proper security for its computer and information system including software and hardware updates. Customer therefore warrants that it will follow software and hardware updates and maintain specific security standards, policies, procedures set forth in Addendum B (the "Network Security") attached hereto and incorporated herein by reference.

**12. CYBER TERRORISM.** In no event, including the negligent act or omission on its part, shall MSP, whether under this Agreement, a purchase order, other work order or otherwise in connection with any of them, be liable in contract, tort, third-party liability, breach of statutory duty or otherwise, in respect of any direct, indirect or consequential losses or expenses including (without limitation) if and to the extent that they might otherwise not constitute indirect or consequential losses or expenses, loss of anticipated profits, company shut-down, third-party loss or injury, any loss because of data breach, any loss of personally identifiable or protected information, goodwill, use, market reputation, business receipts or contracts or commercial opportunities, whether or not foreseeable if such loss was the result or arose from any act of terrorism, strike or similar labor action, war, invasion, act of foreign enemy, hostilities or warlike operations, civil war, rebellion, revolution, insurrection, civil commotion or assuming the proportions of or amounting to an uprising, or any action taken in controlling, preventing or suppressing any of these things. Cyber Terrorism shall mean an act or series of acts of any person or group(s) or persons, whether acting alone or on behalf of or in connection with any organization(s), committed for political, religious or ideological purposes including but not limited to the intention to influence any government and/or to put the public in fear for such purposes by using activities perpetrated electronically that are directed towards the destruction, disruption or subversion of communication and information systems, infrastructure, computers, telecommunications or electronic networks and/or its content thereof or sabotage and or threat there from.

**13. TELEMARKETING & UNSOLICITED EMAILS.** In no event, including the negligent act or omission on its part, shall MSP, whether under this Agreement, a purchase order, other work order or otherwise in connection with any of them, be liable in contract, tort, third-party liability, breach of statutory duty or otherwise, in respect of any direct, indirect or consequential losses or expenses including (without limitation) if and to the extent that they might otherwise not constitute indirect or consequential losses or expenses, loss of anticipated profits, company shut-down, third-party loss or injury, any loss because of data breach, goodwill, use, market reputation, business receipts or contracts or commercial opportunities, whether or not foreseeable if the Customer's data is breached because of the distribution of unsolicited email, direct mail, facsimiles, telemarketing or because of the collection of information by means of electronic "spiders", "spybots", "spyware", wire tapping, bugging, video cameras or identification tags.

**14. LIMITATIONS OF LIABILITY.** EXCEPT AS OTHERWISE NOTED IN THIS AGREEMENT, UNDER NO CIRCUMSTANCES SHALL MSP BE LIABLE TO CUSTOMER FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR FOR ANY AMOUNT IN EXCESS OF THE LICENSE FEE OR FOR INDIRECT DAMAGES, LOSS OF GOOD WILL OR BUSINESS PROFITS, WORK STOPPAGE, DATA LOSS, COMPUTER FAILURE OR MALFUNCTION, ANY AND ALL OTHER COMMERCIAL DAMAGES OR LOSS, OR EXEMPLARY OR PUNITIVE DAMAGES, EXCEPT WITH RESPECT TO INDEMNITIES ARISING OUT OF IP CLAIMS, UNDER NO CIRCUMSTANCES, SHALL MSP'S AGGREGATE LIABILITY ARISING FROM OR OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE FEES PAID UNDER THIS AGREEMENT.

**15. INSURANCE.** MSP agrees to maintain sufficient insurance coverage to enable it to meet its obligations created by this Agreement and by law. Without limiting the foregoing, to the extent this Agreement creates exposure generally covered by the following insurance policies, MSP will maintain at its own sole cost and expense at least the following insurance covering its obligations under this Agreement: (a) Commercial General Liability including (i) bodily injury, (ii) property damage, (iii) contractual liability coverage, and (iv) personal injury, in an amount not less than One Million Dollars (\$1,000,000) per occurrence; (b) Business Automobile Liability for owned, hired and non-owned vehicles in an amount of not less than One Million Dollars (\$1,000,000) for each accident; (c) Workers Compensation at statutory limits; and (d) Professional Liability Insurance covering errors and omissions and wrongful acts in the performance of the Services. Such insurance will bear a combined single limit per occurrence of not less than One Million Dollars (\$1,000,000).

**16. DISCLAIMERS.** The express remedies set forth in this Agreement will constitute Customer's exclusive remedies, and MSP's sole obligation and liability, for any claim (a) that a Service or deliverable provided hereunder does not conform to specifications or is otherwise defective, or (b) that the Services were performed improperly.

MSP shall not be responsible for impairments to the Services caused by acts within the control of Customer or its employees, agents, contractors, suppliers or licenses, the interoperability of Customer applications, or other cause reasonably within Customer's control and not reasonably related to services provided under this Agreement.



EXCEPT FOR THE WARRANTIES MADE BY MSP IN SECTION 10, WHICH ARE LIMITED WARRANTIES AND THE ONLY WARRANTIES PROVIDED TO CUSTOMER, THE SERVICES AND DELIVERABLES ARE PROVIDED STRICTLY "AS-IS." MSP DOES NOT MAKE ANY ADDITIONAL WARRANTIES, EXPRESSED, IMPLIED, ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, OR STATUTORY, AS TO THE DELIVERABLES OR SERVICES PROVIDED HEREUNDER, OR ANY MATTER WHATSOEVER. THE PARTIES DISCLAIM ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, TITLE AND NON-INFRINGEMENT.

MSP DOES NOT WARRANT THAT THE SERVICES OR ANY DELIVERABLES WILL MEET ANY CUSTOMER REQUIREMENTS NOT SET FORTH HEREIN, THAT ANY DELIVERABLES WILL OPERATE IN THE COMBINATIONS THAT CUSTOMER MAY SELECT FOR USE, THAT THE OPERATION OF ANY DELIVERABLES WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. IF PRE-PRODUCTION (E.G., "ALPHA" OR "BETA") RELEASES OF SOFTWARE ARE PROVIDED TO CUSTOMER, SUCH COPIES ARE PROVIDED "AS-IS" WITHOUT WARRANTY OF ANY KIND.

No statement by any MSP employee or agent, orally or in writing, will serve to create any warranty or obligation not set forth herein or to otherwise modify this Agreement in any way whatsoever.

17. **SEVERABILITY.** If any provision of this Agreement is determined by a court of competent jurisdiction to be illegal or unenforceable, such provision shall be automatically reformed and construed so as to be valid, operative and enforceable, to the maximum extent permitted by law or equity while preserving its original intent. The invalidity of any part of this Agreement shall not render invalid the remainder of this Agreement.

18. **AMENDMENT.** This Agreement may not be amended except by a writing executed by an authorized individual MSP.

19. **RELATIONSHIP.** The Parties are independent parties; and this Agreement does not make the Parties principal and agent, partners, employer and employee; nor does it create a joint venture.

20. **LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without reference to principles of conflicts of laws. The Parties irrevocably submit to the exclusive jurisdiction of the courts of the State of Michigan.

21. **WAIVER.** Failure by either Party to insist upon strict performance of any provision herein shall not be deemed a waiver by such Party of its rights or remedies, or a waiver by it of any subsequent default by the other Party.

22. **FORCE MAJEURE.** With the exception of Customer payment for service rendered, neither party shall be responsible for any failure to perform or delay caused where such failure or delay is due to circumstances reasonably beyond the party's control. This includes fire, flood, earthquake, volcanic eruption, explosion, lightning, wind, hail, tidal wave, landslide, act of God or any other physical event.

23. **ASSIGNMENT.** Customer may not assign its rights or obligations under this Agreement without MSP's prior written consent which shall not be unreasonably withheld.

24. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement by and between the Parties regarding the subject matter contained herein, and supersedes all prior and contemporaneous undertakings and agreement of the Parties, whether written or oral, with respect to such subject matter.

**Customer**

Name (Printed): \_\_\_\_\_

Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_

**DSTech Inc.**

Name (Printed): Eric Wakkuri, Vice President

Name (Signed): Eric Wakkuri

Date: 09/07/16

## ADDENDUM A STATEMENT OF WORK

### 1. Service Overview

DSTech Inc. agrees to provide to the Customer the services described in the Scope of Work (SOW):

Customer Approved DS Tech Services Will Be Marked With A Check (✓)

Customer Declined DS Tech Services Will Not Be Marked With A Check ( )

Customer agrees and understands that if there is a system failure or data loss that could have been prevented by having one of the recommended but declined services, that DS Tech will not held responsible for any data loss or network failures.

The recommended SOWs below are ongoing activities that will be considered complete at the end of the services.

#### (✓) SOW - Anti-virus & Anti-malware

*Designed to detect and destroy computer viruses/malware. Automatic updates are deployed from the cloud.*

DSTech Inc (DS Tech) will provide the following services:

- Use of the anti-virus & anti-malware (AV) product/service
- Access to the product and definition updates
- Weekly review of AV status to verify the service is running.

DS Tech will charge their standard hourly rate for all other AV related work such as:

- Installation of AV on new systems or systems missing the DS Tech AV service
- Repair of failed or malfunctioning AV
- Repair of systems infected by malware or a virus
- Updating of AV settings to correct a malfunctioning software, application or operating system service.

#### (✓) SOW – Content Filtering - Provided By: Cisco Meraki

*Has the ability to blocks websites known for viruses and malware into your network. Also allows for management & monitoring of what websites are allowed to be viewed by employees.*

DS Tech will provide the following services:

- Access & use of the Content Filtering service
- Blocking of all websites tagged as known for viruses & malware

DS Tech will charge their standard hourly rate for all other backup related work such as:

- Configuration adjustment for systems not able to access approved websites/services.
- Configuration & setup of custom blocking content policies
- Repair of systems not being correctly filtered

#### ( ) SOW – Disaster Recovery (DR) Planning/Testing

*The creation of a recovery plan that provides for business continuity in the event of major loss of network resources, or even the physical site itself. For sites with local DR devices or remote DR services, this includes the periodic testing by DS Tech of these devices and/or services.*

DS Tech will provide the following services:

- Documentation of the process used to bring the network back online
- Report of findings on lengths of restores and what successfully restored, what did not and limitations of the DR plan.
- Testing of backups for file recovery & full image recovery on the following systems: \_\_\_\_\_

DS Tech will charge their standard hourly rate for all other disaster recovery planning/testing related work such as:

- Implementing recommendations of failed restored items.

#### ( ) SOW – Disk Encryption - External Laptop/PC

*Centrally web-managed disk encryption for Windows PCs, Macs, Android & IOS phones. Requiring no added encryption hardware or software, it's user-transparent, and easy to deploy and manage.*

DS Tech will provide the following services:

- Full disk encryption for the following systems: \_\_\_\_\_
- File & folder encryption for the following systems: \_\_\_\_\_
- Weekly report of the disk encryption status

DS Tech will charge their standard hourly rate for all other disk encryption related work such as:

- Installation & deployment of the disk encryption services
- Management of the disk encryption services

Completion: This activity will be complete when DSTech Inc. has installed encryption software on all portable and stand-alone computers."

( ) **SOW – Email - Hosted**

*Off-site business class hosted email services.*

DS Tech will provide the following services:

- Initial customer account default setup which includes domain, DNS, users and groups setup
- POP/IMAP/HTTP/HTTPS email access
- SPAM filtering

DS Tech will charge their standard hourly rate for all other email related work such as:

- Migration of old email, calendar & contacts
- Setup & configuration PCs or mobile devices
- Repair of devices not receiving or sending email properly

(✓) **SOW – IT Services – Hourly – Also Known As Break/Fix Service**

*On-Demand IT Services*

DS Tech will provide the following services:

- When called or emailed, a DS Tech technician will schedule a time to fix the requested issue or complete the requested project/task.

( ) **SOW – IT Services – Managed Labor Service Agreement – Also Known As Pro-Active Service**

*Utilizing DS Tech's Remote Monitoring & Management tools, risks and technology alerts are presented to DS Tech technicians with the goal of identifying potential downtime before it happens.*

DS Tech will provide the following services:

- With the agreed upon monthly labor hours, the technician(s) will assess whether the issue needs to be addressed, is a false alarm, needs further research, etc. The goal is to provide more up-time with proactive technology management vs. reacting only to warnings, errors & failures.
- Daily check of alerts during business hours.

DS Tech will charge their standard hourly rate for all other IT work such as:

- Technician time spent above and beyond the agreed upon monthly hours.

( ) **SOW – Managed Business Class Firewall:**

*A firewall that comes from a trusted industry hardware vendor (such as Cisco) which is managed by a trusted IT advisor. Also the firewall should be frequently updated to patch security threats and holes.*

DS Tech will provide the following services:

- Automatic software updates and security patching to the firewall operating system.
- Offsite backup of the firewall settings
- Spare firewall in the event of hardware failure
- Initial firewall setup & configuration
- Ongoing management of the firewall rules
- Software licensing
- Hardware replacement when device is no longer supported by the manufacturer

DS Tech will charge their standard hourly rate for all other firewall related work such as:

- Travel time spent deploying the firewall

(✓) **SOW - Monitored Backup**

*Local full-system image and offsite file backup available for Workstations and Servers.*

DS Tech will provide the following services:

- Image backup of the following system names: Unlimited local image backup on up-to 100 systems.
- File backup of the following system names: Unlimited offsite backup on up-to 100 systems.
- Daily monitoring that backups are completing without errors

DS Tech will charge their standard hourly rate for all other backup related work such as:

- Installation & setup of systems to be backed up
- Repair of backup jobs that have errors, warnings or are not running properly
- Testing the restore of files and/or images
- Disaster recovery testing
- Repair/Maintenance of backup storage hardware

( ) **SOW - Security Awareness Training**

*Awareness training combined with simulated email phishing attacks can help thousands of organizations to manage the continuing problem of social engineering*

DS Tech will provide the following services:

- Access to online portal for management of the service
- Employee access to on-demand interactive video training
- Fully automated & simulated phishing attacks, hundreds of templates with unlimited customer usage
- Enterprise-strength reporting, showing stats and graphs for both training and phishing

DS Tech will charge their standard hourly rate for all other training related work such as:

- Training of end-user portal management
- Setup & deployment of employee training & phishing exercises

(✓) **SOW - Windows & 3rd Party Patching**

*Includes the delivery & installation of critical patches to Microsoft operating systems and 3rd party software such as Java, Flash, Chrome, Firefox, etc.*

DS Tech will provide the following services:

- Weekly installation of Microsoft critical patches to Windows servers & workstations
- Weekly installation of 3rd Party (popular software such as Java, Flash, etc.) patches
- Weekly review of installation logs to verify the scheduled updates are running

DS Tech will charge their standard hourly rate for all other patch related work such as:

- Manual installation of failed patches
- Installation & setup of systems not currently being patched

( ) **SOW - Vulnerability Testing - External Network Audit**

*A comprehensive output including security holes, warnings, and informational items that can help you make better network security decisions.*

DS Tech will provide the following services:

- Full NMap Scan which checks all 65,535 ports and reports which are open. This is an essential item for many standard security compliance reports
- Executive-level report includes a proprietary Security Risk Score along with summary charts, graphs and an explanation of the risks found in the security scans
- We will run these scans on request/schedule on up-to a quarterly basis and provide the results

DS Tech will charge their standard hourly rate for all other audit related work such as:

- Research into the security issues found
- Repair of security issues found

( ) **SOW - Vulnerability Testing - Internal Network Audit**

*A comprehensive output including security holes, warnings, and informational items that can help you make better network security decisions.*

DS Tech will provide the following services:

- Executive-level report includes risks found and a recommended solution
- Comprehensive lists of all network "shares" by computer, detailing which users and groups have access to which devices and folders, and what level of access they have
- We will run these scans on request/schedule on up-to a quarterly basis and provide the results

DS Tech will charge their standard hourly rate for all other audit related work such as:

- Research into the security issues found
- Repair of security issues found

(✓) **Custom SOW 1 - Hosted SPAM Filtering**

DS Tech will provide the following services:

- SPAM detection/quarantine and individual user quarantine digest.
- SPAM service software updates and SPAM definition detection and blacklist updates.

DS Tech will charge their standard hourly rate for all other related work such as:

- Customization of the basic SPAM filtering rules.

Recovery of quarantined mail.

(✓) **Custom SOW 2 - Annual Domain Registration**

DS Tech will provide the following services:

- Domain name registration: mail.chippewahd.com

DS Tech will charge their standard hourly rate for all other related work such as:

- Website or email server management, editing & content creation.

(✓) **Custom SOW 3 - Zultys Phone System Lease - Per Agreement # 022014CCHD**

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DS Tech will provide the following services:

Hardware Warranty Services, Software Updates, System Initial Installation & Training

DS Tech will charge their standard hourly rate for all other related work such as:  
System Management - Moves/Adds/Changes

**2. Customer Point of Contact Responsibilities**

Prior to the start of the Services, Customer will designate a person ("Customer Point of Contact(s)") to whom all communications relative to the Services will be addressed, and who will have the authority to act on Customer's behalf in all matters regarding the SOWs.

Customer Point of Contact will:

- a. serve as the interface between DS Tech project team and all of your departments participating in the Services
- b. obtain and provide applicable information, data, consents, decisions and approvals as required by DS Tech to perform the Services
- c. help resolve Services issues, and escalate issues within Customer's organization, as necessary.

**Customer Point of Contact(s):** David Pietrangelo, Wade Wilding

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**3. Schedule**

DS Tech will deliver the ongoing SOWs above to Customer. The SOW installation and activation of services will begin after the contract is signed. Monthly and/or annual billing will continue until DS Tech or Customer decide to stop services.

**4. PRICE**

Spam - 70 Email Accounts - \$400/year

Web SSL - mail.chlppewahd.com - \$62.50/year

RMM4-SRV Annual - \$7.99/year/server - 6 servers - \$95.88/ea - \$575.28/year

RMM4 Annual - \$4.99/year/PC - 89 PCs - \$59.88/ea - \$5329.32/year

Unlimited Offsite File Backup - \$3600/year

Zultys Phone system lease per Agreement # 022014CCHD - \$795/month

Cisco Meraki Firewall Licensing - Purchased 3 Year License - MX84 (Main) 12/21/15 - MX64 (SHACC) 12/21/15

MX64 3 Year Renewal (If Purchased Today) - \$1200

MX84 3 Year Renewal (If Purchased Today) - \$4000

IT Services - Hourly

Current hourly rate is \$79/hour with 1.5x rate for emergencies requiring under 2 hour response during business hours and 2x rate for non-business hours.

**5. KEY ASSUMPTIONS**

Avoiding SOW delays or break in service depend on:

- Active and ongoing software maintenance/support
- Active and ongoing hardware warranty
- DS Tech awareness of both new/retired/let-go employees, computer systems & mobile devices
- Covered equipment being network connected
- Prompt communication between the Customer & DS Tech
- Payment of SOW services
- Reliable high-speed internet service