

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

October 15, 2019

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, October 15, 2019 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:32 p.m. with a quorum present.

MEMBERS PRESENT: Scott Shackleton Robert Savoie and Jim Martin

MEMBERS ABSENT: Conor Egan and Don McLean

OTHERS PRESENT: Karen Senkus, Lana Forrest, Joyce Karr, Chuck Leonhardt, Margaret Smith, Heidi Bailey, Tina Ojala, Jim German and Kelly Church

Additions / Deletions to the Agenda

It was moved by Commissioner Savoie, supported by Commissioners Shackleton, to add item 6-2-b Courts request. On a voice vote, the motion CARRIED.

Approval of the Agenda

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

Public Comment

No public comment was offered.

Correspondence and Informational Items

The Committee reviewed the Treasurer's investment reports, the monthly travel report, and the Health Department's Healthcare First summary, the VISA billing, prescription savings report from 44 North, notice of MCWCF grant award and a brief verbal update on painting at the Animal Shelter was given.

AGENDA ITEMS

Health Department – Senior Companion Contract Hospice of the EUP and CCHD

An Agreement between CCHD (dba EUP Home Health & Hospice) and Hospice of the EUP was presented to provide up to two (2) nursing visits or hospice volunteer visits for individuals who need assistance but are not current CCHD or Hospice clients.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the Agreement between CCHD (dba EUP Home Health & Hospice) and Hospice of EUP providing a new marketing tool promoting the Senior Companions & Caregivers program. On a voice vote, the motion CARRIED.

Health Department – Home Health and Hospice Exploration

Administrator German addressed the Committee regarding the Home Health and Hospice programs. He explained he contacted War Memorial Hospital regarding possible, future changes with the current programs and wanting to explore options and create a plan, if the programs need to change. WMH is concerned with the unfunded liability of the current employees and does not feel comfortable discussing any transaction, unless the Board of Commissioners passes a motion to explore options. It was also noted that, legally, since Chairman Shackleton should abstain sits on both the County and the hospital board that he should abstain from any

conversations of such, as he does have a conflict of interest.

District Court – Sobriety Court FY2020 Erin Yates contract \$31,200.00

The Committee reviewed the FY2020 contract between the 91st District Court and Erin Yates, who provides services for the Sobriety Court. Funding for sobriety court is through the Office of Highway and Safety Planning Grant U10131 in the amount of \$54,000.00. County Policy 242 Arbitration will be referenced in the finalized contract.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the FY2020 Sobriety Court contract with Erin Yates at a cost not to exceed \$31,200.00 from OHSP grants funds, and to add language referencing County Policy 242. On a voice vote, the motion CARRIED.

District Court – Courts Request

The Committee was updated on the past few months of negotiations between the Courts, Union and Administration regarding employee changes through the attrition due to retirement in the Probate Court. The Courts requested the Probate Register and the Juvenile Register positions be combined and changed to a Grade 10, due to the added job duties and, that the savings from the combination be utilized to hire a Grade 7 – Clerk-Typist-Probation Clerk non-union to cover bi-weekly 20 hours in Probate Court, 20 hours in Family Court and 40 hours in District Court. In addition, the Courts requested that the District Court Administrator be advanced one step immediately to the 1-year rate of pay and then to the 2-year rate of pay on the anniversary of the appointment date, due to a management issue, with a supervisor being paid less than an employee. The current savings for these changes will be approximately \$23,151.57, since we will be using the single health care rate. Administrator Ojala asked that she be able to offer the Grade 7 position immediately, so the 2-week notices could be started; and asked that the change for the Grade 10 combined Juvenile-Probate Register position and the advancement of the District Court Administrator be effective October 20, 2019. The urgency to advance these changes now instead of waiting for the budget process is due to a medical leave that just came up. New job descriptions 1510 – Clerk-Typist/Probation Clerk and 2206 Juvenile & Probate Register, along with updated union contracts will be signed and copies of necessary documents will be provided.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the Court request to combine the Juvenile & Probate Register position, effective October 20, 2019, to be paid at a Grade 10 and to adopt the new position description 2206 for that position; and to hire a Grade 7 Clerk-Typist/Probation Clerk position description 1510, non-union position, to fill the hours as referenced above and to accelerate the level of the District Court Administrator Grade 11 to the 1 year rate effective October 20, 2019; and to the 2 year rate on the anniversary of the appointment of that position on April 9, 2020, with the Courts and Administration obtaining all the necessary documentation for the union contracts. On a voice vote, the motion CARRIED.

Circuit Court – Drug Court

ML Consultants contract \$37,500.00~Great Lakes Recovery Centers, Inc. contract~Redwood Toxicology contract \$16,950.00

The Committee reviewed the contracts for the Circuit Court Drug Court Grant monies from Office of Highway Safety Planning (OHSP) for ML Consultants (Subcontractor)\$37,500.00, the Great Lakes Recovery, Inc. \$16,950.00 contracts for counseling, and the Redwood Toxicology for drug screening as required. These contracts will run from October 1, 2019 thru September 30, 2020.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the contract for ML Consultants contract \$37,500.00, Great Lakes Recovery Centers, Inc. \$16,950, and Redwood Toxicology for tests as required and pricing as quoted for the period of 10/1/2019 thru 9/30/2020 for Circuit Court Drug Court. On a voice vote, the motion CARRIED.

Central Dispatch – 2019 Emergency Management Performance Grant

The Committee reviewed the annual FY2020 Emergency Management Performance Grant initial work agreement.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the FY2020 Annual Emergency Management Performance Grant as presented. On a voice vote, the motion CARRIED.

Central Dispatch – Purchase two (2) Generac Generators \$8,693.00

The Committee reviewed the pricing to replace two older tower generators: one at Rockview and one at McNearney, with Title III monies used for the McNearney tower and the balance due from Fund 211. It was also requested to waive the County's purchasing policy. The current generator from McNearney will be relocated to the Sault Ste. Marie site.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie to approve the purchase of two (2) Generac Generators for the price of \$8,693.00 for the Rockview and McNearney towers, and to waive the County purchasing policy. On a voice vote, the motion CARRIED.

Central Dispatch – Approve Tower Roof Repairs

The Committee review a quote summary to repair the Rockview tower roof; two quotes were sought.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the low bid of \$1,000.00 to replace the roof at Rockview tower; work to be completed by Kamper's Woodfire Co. Inc. On a voice vote, the motion CARRIED.

Public Defender – Private Investigator Services for 10/1/2019 through 9/30/2020

- Position Descriptions
- Service Agreement contracts - \$75.00/hour
 - Hill Investigations PLLC
 - William Anderson Private Investigations, Inc.
 - Northern Investigations

The Committee reviewed the private investigator job description as presented, noting that the language regarding Policy 242 will need to be added to each contract.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the private investigator job description and the three contracts for Hill Investigations PLLC, William Anderson Private Investigations, Inc. and Northern Investigations after the language is added for County Policy 242. On a voice vote, the motion CARRIED.

Information Systems – Four (4) Fujitsu fi-7160 document scanners \$3, 596.00

The Committee reviewed a quote for four (4) Fujitsu fi-7160 document scanners which will be utilized with the new BS&A system: three in the Treasurer's Office and one in Administration.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the low quote from Shi Company in the amount of \$3,596.00 to purchase four Fujitsu fi-7160 document scanners. On a voice vote, the motion CARRIED.

Sheriff – Jail – Cornerstone – 6 locks- waive policy \$12,055.50

The Committee reviewed a proposal from Cornerstone Service & Supply to replace six (6) detention locks in the jail at the price of \$12,055.50 which was budgeted for the FY19 budget. The Committee was asked to waive the policy due to the sole proprietor.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to waive the County purchasing policy and authorize the \$12,055.50 proposal from Cornerstone Service & Supply to replace six (6) detention locks in the County Jail. On a voice vote, the motion CARRIED.

Register of Deeds Tech Fund – US Imaging Inc. 12 rolls of 35 mm film conversion \$6,041

The Committee reviewed a request to authorize and budget \$6,041 for the conversion of 12 rolls of 35 mm film with US Imaging; expenses to be paid from Fund 256.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to authorize and budget \$6,041 to process 12 rolls of 35 mm film with US Imaging and expenses paid through Fund 256. On a voice vote, the motion CARRIED.

Administration – 44North – Health Care Renewal

The Committee reviewed the health care renewal from 44North for FY2020, and reviewed the line of business including ARORx prescriptions; the overall shows a savings of 3.66% from the FY19 rates.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve and authorize the FY2020 health care renewal with 44North, with an overall 3.66% savings from FY19, and to adopt the line of business as presented. On a voice vote, the motion CARRIED.

Administration – DTRF – OPEB Health Care Annual contribution \$557,480.70

The Committee reviewed the annual contribution to the MERS Health Care Retiree Vehicle from the Delinquent Tax Revolving Fund following County Policy 314; this year's amount being \$557,480.70.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to acknowledge the contribution from the DTRF following policy 314 of \$557,480.70 to the MERS Health Care Retiree Vehicle. On a voice vote, the motion CARRIED.

Administration – Snowplowing Bid Summaries

- Animal Control Shelter \$2,760.00
- Central Dispatch \$3,800.00
- Building 429 Kinross \$3,400.00
- County Building Parking Lot (8 spaces) \$3,000.00
- Courthouse Parking (32 spaces) \$4,050.00

The committee reviewed the snowplowing and removal bid summaries.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the snowplowing and removal low bids as referenced above. On a voice vote, the motion CARRIED.

Administration – MEDC-CDBG – Program Income Correction – \$2,000.00

The Committee was presented with a corrected Program Income report for the MEDC-CDBG as a \$2,000 error was made in the original report submitted and presented to the Committee.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to authorize the corrected Program Income report and payment of \$2,000.00 be submitted to the MEDC-CDBG. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts

The Committee reviewed the bills and payroll presented for approval.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to recommend the approval of September bills and payroll as follows: the general claims totaling \$218,786.91, other fund claims \$238,103.58 payroll \$492,881.05, Health Department claims \$237,231.35 and Health Department payroll \$196,502.78, total claims \$1,383,505.67 and vouchers H-1 through H-289. On a voice vote, the motion CARRIED.

Millage Report

The Committee reviewed the 2019 Millage report from Equalization Director Sharon Kennedy. There is one township voting on a millage in November which could change the current figures. If changes are voted in, an updated millage report will be provided for acceptance and approval.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, that the 2019 Millage Report be approved and accepted as presented. On a voice vote, the motion CARRIED.

2020 Borrowing Resolution (2019 Delinquent Taxes

Chippewa County EDC MERS 457 Retirement Program Resolution

The Committee was given this information for review prior to the Board meeting.

Committee and Chairman Comments

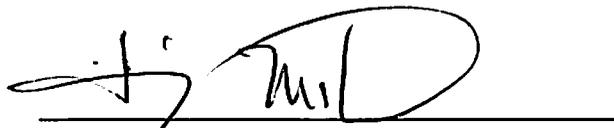
Administrator German briefly discussed a couple FY2020 Budget items which includes a potential City of Sault Sainte Marie request for recreational funds. After discussion, Administrator German will be in contact with Interim City Manager Robin Troyer.

Adjourn

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

Chairman Martin declared the meeting adjourned at 6:12 p.m.


Kelly J. Church, Recorder


Jim Martin, Chairman.