

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE

MEETING MINUTES

June 6, 2013

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, June 6, 2013 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Cooper called the meeting to order at 5:00 p.m. with a quorum present.

MEMBERS PRESENT: Don Cooper, George Kinsella, Scott Shackleton and Ted Postula

MEMBERS ABSENT: Don McLean

OTHERS PRESENT: Kathy Noel, Sharon Kennedy, Margie Hank, Phil Wolf, Jim German and Kelly Church

Additions / Deletions to the Agenda

None

Approval of the Agenda

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

Public Comment

Circuit Court Administrator Tina Ojala updated the Committee regarding the past due accounts receivable and the progress being made. Mrs. Ojala cautioned that the process is slow, but that progress is being made. That the collections will be worked from newest to oldest, with the older cases needed quite a bit of leg work due to the balances needing to be verified, from the system and the actual file. Of the two million in past due accounts receivable, 1.7 million is restitution. Mrs. Ojala indicated she would give the Committee another update by September or October.

Correspondence and Informational Items

The Committee received the monthly Treasurer's report and the monthly travel report. It was asked that a bi-monthly summary report of the Circuit Court past due accounts receivable collections be added.

FY2012 AUDIT PRESENTATION

The Financial Statements of Chippewa County; including the governmental activities, business activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information for the year ended December 31, 2012, were presented by Anderson, Tackman & Company's CPA Phil Wolf. Mr. Wolf presented and reviewed documents included in the annual audit report and explained the purpose of each. He reviewed the independent auditor's opinion; which had no findings, discussed changes to the audit report that have been implemented and those that will be implemented over the next couple years. Mr. Wolf presented and reviewed the general fund balance sheet, a number of graphs, and the *Communication With Those Charged With Governance*; previously known as the *Report to Management*. The Committee discussed issues with the Employee Retirement and Benefit Systems, the Affordable Health Care Act, and had questions answered. Administrator German, verified with Mr. Wolf the County's choice in offering four part-times Corrections Officer health care in FY2014, was allowable based on the Affordable Health Care Act. The total governmental fund deficit for FY12 was \$2,560,128. The general fund original budgeted revenue was \$11,507,139, with an actual amount of \$11,276,083 collected. Original expenditures for the general fund were \$10,886,228 and actual expenditures were \$10,918,464.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to accept and approve the FY2012 Audit as presented. On a voice vote, the motion CARRIED.

AGENDA ITEMS

2013 Taxable Values, Tax Rates, Revenue Projections & Processing

Equalization Director Sharon Kennedy presented the Committee with the FY2013 Equalized and Taxable Values by classification, which is the second step to assure the delivery of printed tax rolls before the third week in June to allow the local unit treasurers enough time to process the bills and begin collecting summer tax rolls by July 1st. Ms. Kennedy also provided the Report of County Tax Revenue Estimates for FY2014, the Michigan Department of Treasury's L-4029 report and a copy of proposed resolution 13-06 to Impose 2013 Property Tax Levy.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to approve the FY2013 Taxable Values as presented, equalized real property totaling \$1,256,839,920, equalized personal property of \$1,326,453,970; taxable real property of \$1,020,730,009 and taxable personal property of \$1,090,343,959. On a voice vote, the motion CARRIED.

Ms. Kennedy also, reviewed the Equalization Report that the Committee received, and asked that the report be approved.

It was moved by Commissioner Shackleton, supported by Commissioner Kinsella, to accept and approve the FY13 Equalization Report as presented. On a voice vote, the motion CARRIED.

Health Department letter re: Avery Square Debt Fund 368

The Committee received and reviewed a request from Christine Lundquist, CFO of the Chippewa County Health Department regarding the payoff arrangements for the Avery Square Debt Fund 368. Ms. Lundquist would like to have something in the lease file to cover questions of financial, State or Medicare auditors. The Committee discussed a couple changes with regards to the date of the letter and its content.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to amend and approve a letter to be placed on file with the Health Department, regarding the agreed upon shared funding (cost) of paying off the Avery Square Debt Fund 368 to the full Board. On a voice vote, the motion CARRIED. (Attached)

Blue Cross Blue Shield Inmate Renewal

The Committee received a copy of the renewal Administrative Services Contract (ASC) for the term of July 2013 through June 2014, with Blue Cross Blue Shield. Previously the Committee asked for additional review of the policy for possible savings, Employee Benefits was contacted, and reviewed the current contract and indicated that since the Jail has an assigned Medical Officer, the County would not save any additional monies via a carrier change.

It was moved by Commissioner Postula, supported by Commissioner Kinsella, to approve Blue Cross Blue Shield Administrative Services Contract for Chippewa County Inmates for a term of July 2013 through June 2014 as presented. On a voice vote, the motion CARRIED.

Snowmobile Trailer Bid Summary

The Committee received a copy of the bid summary for the purchase of a snowmobile trailer to be used by the Sheriff's Department; three bids were returned with only two bids meeting the bid specifications. The snow mobile trailer is to be purchased from the snowmobile trailer donation fund, per the request previously approved in May.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to approve the purchase of a snowmobile trailer, to be utilized by the Sheriff's Department, from the low bidder Soo Welding, at a cost not to exceed \$6,280.00. On a voice vote, the motion CARRIED.

Purchase Request from Community Corrections

The Committee reviewed a request from Community Corrections Administrator Greg McQuiggin, regarding the restructuring of the Community Corrections office, which includes two tether officers and three Community Corrections staff, as well as, the Administrator; the request to purchase two new CPU's and one monitor; along with having two electrical outlets with conduit run and one conduit for an additional telephone line. Estimated cost of \$2,330 plus an electrical contractor would be changed to Fund 232, with a budget adjustment from Fund 232's fund balance.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to approve the purchase request for two CPU's, one monitor, two electrical outlets and one telephone line both with conduit, and the charge of the electrical contractor to be paid from Fund 232, and to make the appropriate budget adjustments. On a voice vote, the motion CARRIED.

USDA – Emergency Response Vehicle Grant \$7,000

A previously submitted grant request seeking assistance from the USDA, has been reviewed and the USDA Rural Development is recommending a grant for \$7,000 to help fund an Emergency Response Vehicle in FY2014. The Committee reviewed the request; approval for signature of the Certification of Compliance with Federal Requirements/Laws was sought. A public hearing will need to be held to receive the grant money.

It was moved by Commissioner Postula, supported by Commissioner Kinsella, to accept the USDA grant of \$7,000 to be used for the FY14 purchase of an emergency response vehicle, and to authorization the necessary signatures. On a voice vote, the motion CARRIED.

Westlaw Patron Terminal renewal and migration

The Committee reviewed the three year renewal order for the Law Library patron access subscription. The current monthly cost is \$340.66 and with the renewal and migration, which will also include Westlaw Next, as well as Westlaw Classic the monthly rate will be \$361.08.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to approve the Westlaw three year subscription at a cost of \$361.08 monthly, with annual charges not to increase over 5% per year during the three year subscription. On a voice vote, the motion CARRIED.

Release Audit Services RFP

The Committee received the proposed RFP for Audit Services for Chippewa County for a three year period, covering 2013, 2014 and 2015.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve and release the Audit Services Request for Proposals. On a voice vote, the motion CARRIED.

Release 13 Desktop Computers RFB

The Committee reviewed a copy of a request for bids to be released to purchase thirteen desktop computers. It was noted that the request should be changed to fifteen desktop computers to include the request from Community Corrections.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to amend the number of desktop computers requested and approve the release of the Request for Bids for fifteen (15) Desktop Computers. 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 Shackleton, supported by Commissioners Postula, to recommend the approval of the general claims totaling \$195,928.60, other fund claims \$332,270.25 payroll \$637,298.30 and Health Department claims \$445,875.99 total claims \$1,611,373.14 and voucher H-1 through H-306. On a voice vote, the motion CARRIED.

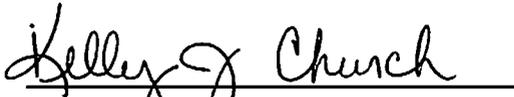
Committee and Chairman's Comments

None

Adjourn

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to adjourn the meeting.

Chairman Cooper declared the meeting adjourned at 6:18 p.m.



Kelly J. Church, Recorder



Don Cooper, Chairman