

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

July 9, 2024

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, July 9, 2024 at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Lieurance called the meeting to order at 4:30 p.m. with a quorum present. The meeting was available via Zoom.

MEMBERS PRESENT: Jim Martin, Jim Traynor, Damon Lieurance, and Justin Knepper

MEMBERS ABSENT: Bob Savoie

OTHERS PRESENT: Karen Senkus, Cady Bauers, David Markham, and Kelly Church

PRESENT VIA ZOOM: Anthony Zakic, Suzanne Lieurance.

Approval of the Agenda

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

Public Comment

No public comment was offered.

Correspondence and Informational Items

The Committee reviewed the Treasurer's Investment reports, the VISA billing, and travel requests. No action required.

Health Department

Quality Assurance Program Improvement (QAPI) Report

Hospice, Prive Duty, Home Health (Mar 2024 – June 2024)

The Committee received and reviewed the programming data for the Hospice, Home Health and Home Care/Private Duty for the period covering March 2024 to June 2024. This is a quarterly review by the Board to provide oversight to the Health Department.

It was moved by Commissioner Knepper, supported by Commissioner Martin, to acknowledge oversight for QAPI monitoring for Home Health, Home Care/Private Duty and Hospice services provided by the CCHD between March 2024 through June 2024 have been reviewed. On a voice vote, the motion CARRIED.

Information Systems - Bid Summary for Network Storage Solutions

The Committee reviewed the bid summary for the chosen Windows NAS Server as the SAN solutions were too costly. Three bids were received; with two not providing the software assurance price; the low bid for the Windows NAS Server with a 3-year software assurance was from Avalon Technologies at the price of \$35,019.42; the County budgeted \$25,000.00 this year for the project and will be applying for an MMRMA RAP grant of \$19,000.00.

It was moved by Commissioner Traynor, supported by Commissioner Knepper to approve, and authorize the Windows NAS Server project, including the 3-year software assurance at the cost of \$35,019.42 from Avalon Technologies; and applying for the \$19,000.00 MMRMA RAP grant to help cover the cost. On a voice vote, the motion CARRIED.

Information Systems - Purchase & budget Scanners for PA's Office \$1,737.84

The Committee reviewed the quote from Insight Public Sector to purchase four (4) Ricoh fi-8040 scanner for the Prosecutor's Office that are compatible with the new software.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize the purchase and to budget four (4) Ricoh fi-8040 scanners from Insight at the cost of \$1,737.84 that are compatible with the new Prosecutors software, as presented. On a voice vote, the motion CARRIED.

Information Systems - Policy 508 Email Automatic Forwarding Policy

The Committee reviewed the new Policy No. 508 Email Automatic Forwarding Policy; which is being implemented to help unauthorized or inadvertent disclosure of protected information and eliminating these email forwards will also help provide better security to the County's email and software. Brief discussion followed.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve new policy No.508 Email Automatic Forwarding Policy, as presented. On a voice vote, the motion CARRIED.

Public Defender - Conflict Attorney Legal Services Agreement – Gretchen Stankewitz

After a brief review of the conflict attorney legal services agreement to work under the Public Defenders Officer and the MIDC contract; the Committee approved the new contract as presented.

It was moved by Commissioner Traynor, supported by Commissioner Knepper, to approve and authorize the new Legal Services contract for Gretchen Stankewitz starting June 25, 2024 through September 30, 2024, as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services - OES Training Funds Expenses \$2,500.00

The Committee reviewed a request from CCCD Director Greg Postma, to spend \$2,500.00 to offer a 4-hour training on electric vehicles and the use of lithium battery fires. Monies would be from the Fund 211.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize \$2,500.00 from Fund 211 to be utilized for electric vehicles and lithium battery fires training. On a voice vote, the motion CARRIED.

Office of Emergency Services – Release RFP for Dual band Pagers

The Committee reviewed the RFQ for a dual band pagers, project funding from Title III monies.

It was moved by Commissioner Knepper, supported by Commissioner Martin, to approve the to release the RFP for Dual Band Pagers, as presented. On a voice vote, the motion CARRIED.

Sheriff's Office – Sheriff's Storage Building Change Order – mezzanine joists - \$2,775.00

The Committee reviewed the change order presented through U.P. Engineers from contractor Arbic Construction, Inc. for a change order to the mezzanine joists costing of \$2,775.00

It was moved by Commissioner Traynor, supported by Commissioner Knepper, to approve and authorize the mezzanine changes as presented for \$2,775.00. On a voice vote, the motion CARRIED.

Veterans Affairs – FY2025 County Veteran Service Fund Grant - \$78,939.00

The Committee reviewed the FY25 County Veteran Service Fund Grant request from Chippewa County's Veterans Compliance Office/Project Director Melissa Donaghe and Administrative Assistant Cady Bauers, seeking \$78,939.00 to provide the following initiatives part-time Project Director; emergent relief; outreach and advertisement. This grant application has been reviewed and approved by the Chippewa County Veterans Board of Affairs.

It was moved by Commissioner Knepper, supported by Commissioner Traynor, to approve and authorize the FY25 County Veteran Service Fund Grant, seeking \$78,939.00 for Chippewa County Veterans Services, as presented. On a voice vote, the motion CARRIED.

Administration – MEDC CDBG Annual Reporting

The Committee reviewed the annual Program Income Certification for the CDBG-MEDC Form 8-H; during the period 7/1/2023 to 6/30/2024 – the County received \$31,604.47 in early payoffs from prior Community Home Improvement Loans. Since the funds are below \$35,000, these funds can be transferred back to the GF, if over \$35,000 the funds would be returned to the MEDC.

It was moved by Commissioner Martin, supported by Commissioner Knepper, to acknowledged, and accepted the Program Income Certification having received \$31,604.47 during the period fom7/1/2023 to 6/30/2024; noting the monies would be transferred to the GF and acknowledging the Single Audit Certification, as presented. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts – June – County and Health Department

It was moved by Commissioner Traynor, supported by Commissioner Martin, to recommend the approval of June County bills and payroll: general claims \$410,985.10, other fund claims \$1,090,010.00, payroll \$471,051.84, and Health Department claims \$250,316.07 and payroll \$117,283.46 total claims \$2,339,646.47. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner Traynor gave a brief update on the Animal Shelter and Sheriff’s Storage building projects. Commissioner Martin voiced an accolade that complemented the Chippewa County Health Department for continuing the Home Health and Hospice Program for as long as we did. Commissioner Martin also spoke about a potential Veterans fishing license waiver for the upcoming Veterans Fishing Day.

Chairman Comments

No additional comments were offered.

Adjourn

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

The meeting adjourned at 4:50 p.m.



Kelly J. Church, Recorder



Damon Lieurance, Chairman.