

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

February 13, 2024

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, February 13, 2024 at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was available via Zoom.

**MEMBERS PRESENT:** Robert Savoie, Jim Martin, Scott Shackleton, Jim Traynor, and Damon Lieurance

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Karen Senkus, DJ Welton, Cady Bauers, Tracey Holt, Abbie Christensen, Caleb Veroni, Roxanne Bosley, and Kelly Church

**PRESENT VIA ZOOM:** Anthony Zakic, Suzanne Lieurance, Dolores Carruthers and one other caller.

## Approval of the Agenda

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

## Public Comment

North Woods Home Care and Hospices' Caleb Veroni introduced himself to the Committee and spoke about the services that are being provided in Chippewa County.

## Correspondence and Informational Items

The Committee reviewed the Treasurer's Investment reports, the VISA billing, travel requests, the Home Health and Hospice report and the MERS Health Care Savings & DTRF Quarterly report. No action required.

## AGENDA ITEMS

### Health Department - Home Health and Hospice Program

No action was taken on this agenda item, the Committee was updated on the status of Home Health and Hospice program and the proposal/MOU from MyMichigan; through the process some additional information has been brought to our attention regarding additional legal review of Hospice regulations and staffing should the MOU be agreed to. As well as, both the County and MyMichigan continuing to talk with potential partners to provide services to the residents of Chippewa County. The Committee was also updated on an upcoming press release that will clarify that only the Home Health and Hospice Program will be closed; and this closure will not affect the other programs, not will it shut down the Hospice of the EUP Homes in Chippewa County; Director Senkus will be working with Hospice of the EUP, Executive Director Tracey Holt on the press release.

### Health Department - Social Determinants of Health (SDOH) Hub – pilot project \$275,000.00

The Committee information on the Social Determinants of Health (SDOH) Hubs; which was created to address health inequities, fostering healthier and equitable communities across the State of Michigan; this MDHHS pilot project will rely on collaborative partnerships to effectively diminish racial disparities; the \$275,000.00 grant will provide the funding to support the establishment of a SDOH Hub that will be co-led by CCHD and a community based organization, with funding carried through until September 30, 2025.

It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to approve and accept the MDHHS Social Determinants of Health (SDOH) Hub pilot program fund of \$275,000.00 to be utilized before September 30, 2025; to address health inequities and foster healthier communities across the State of Michigan. On a voice vote, the motion CARRIED.

**Health Department – Clinic Space Use Agreement – no cost**

The Committee reviewed a space use agreement between the CCHD and Up Superior Smile; allowing UP Superior Smiles use of the dental operatory and clinic space at the SHACC, 904 Marquette Avenue, Room 622, Sault Ste. Marie, MI.

**It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the Clinic Space Use Agreement between the Chippewa County Health Department and UP Superior Smiles. On a voice vote, the motion CARRIED.**

**Health Department – Medication Cart Purchase \$5,898.00**

The Committee reviewed a purchase request of a non-budgeted item; three quotes were reviewed and funding is available to cover the cost. This is a locking medication cart for the school health clinic (SHACC) from Universal Medical at the price of \$5,278.00 plus shipping and handling of \$620.00 for a total price of \$5,898.00

**It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize the medication cart purchase of \$5,898.00 from Universal medical. On a voice vote, the motion CARRIED.**

**Health Department – Human Resources Policy – Personal Cell Phones and Electronic Devices – Policy #3.00.017**

The Committee reviewed the CCHD Policy #3.00.017 regarding personal cell phone and electronic devices appropriate use while on duty and/or acting as an agent of Chippewa County Health Department (CCHD) to eliminate distraction and provide the highest quality client care and customer service.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the Human Resources Policy – Personal Cell Phones and Electronic Devices policy #3.00.017, as presented. On a voice vote, the motion CARRIED.**

**County Clerk – Election Inspection Workers – hourly rate (9 days of early voting)**

The County Clerk ask the Committee to approve an hourly rate of \$15.00 per hour plus mileage for the Election Inspection Workers that will be needed for the 9 days of early voting. This is the amount that is reimbursable from the State of Michigan. It was noted that these workers will be W-2 receiving employees of Chippewa County.

**It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to authorize \$15.00 per hour plus mileage for the Elections Inspection Workers. On a voice vote, the motion CARRIED.**

**Surveyor – FY2024 Remonumentation Program - \$112,027.00**

- **FY2023 Completion Report**
- **Administration - \$15,569.13 – Patricia Weinreis**
- **Monumentation Contracts**
  - **\$45,000.00 – Alpine Engineering – 25 corners**
  - **\$45,000.00 – Sidock Group – 25 corners**
- **Peer Review Professional Surveyors - \$5,000.00 shared**
  - **Jeff Davis, P.S., Sidock Group**
  - **William L. Karr, P.S., retired**
  - **Ginger L. Michalski, P.S., Alpine Engineering**
  - **Larry Rogers, P.S., semi-retired**
  - **Lawrence Weinreis, P.S., M.D.O.T**

The Committee reviewed the FY2023 Completion report, the 2024 Survey and Remonumentation Grant from the Office of Land Surveying and Remonumentation of \$97,027.00 and the County contributing \$15,000.00 for a total of \$112,027.00. The Committee reviewed the contracts for administration, monumentation and peer review for the 2024 Remonumentation Program. All documents need to be approved and authorized for signature by the Committee.

**It was moved by Commissioner Shackleton, seconded by Commissioner Traynor, to accept and authorize the Completion Report for Grant Year 2023, the Program Representative/Administrative contract in the amount \$15,569.18 for Patricia Weinreis, P.S., under the direct supervision of Robert Laitinen, PS, Chippewa County Surveyor; to approve two (2) Monumentation contracts each contract for \$45,000 for Alpine Engineering and Sidock Group to monument 25 corners each; to approve five Professional Service Agreements for the Peer Review Surveyors, total not to exceed \$5,000 for the following Surveyors: Jeff Davis, P.S., Sidock Group; William L. Karr, P.S., retired, Ginger L. Michalski-Wallace, P.S., Alpine Engineering; Larry Rogers, P.S., Rogers Land Surveying and Lawrence Weinreis, P.S., M.D.O.T. On a voice vote, the motion CARRIED.**

**Central Dispatch – Luce County Service Agreement - \$64,530.00**

The Committee reviewed the Luce County Intergovernmental Emergency Dispatch Services Agreement; as during a recent SNC audit, the agreement language was questioned with regards to the 5-year auto renewal; this new agreement has three changes that are the dated for the renewed agreement, the dollar amount due to Chippewa County for the services and the language regarding the auto renewal.

**It was moved by Commissioner Martin, supported by Commissioner Lieurance to authorize, and approve the \$64,530.00 renewed intergovernmental service agreement between County of Luce and Chippewa County Emergency Services, as presented and updated. On a voice vote, the motion CARRIED.**

**Central Dispatch – Lease Renewal DCS Tower Sub, LLC (DeTour Tower) Current Rate \$9,126.63 with annual increases of 3% - Five-year lease**

The Committee reviewed the second amendment for the Communications Tower lease for the Detour Tower for use of the Tower Facility; a five-year lease with a current annual payment of \$9,126.63; with an increase of (annual escalator) of 3%, the agreement also includes an auto renewal for three additional periods; which makes this lease available for up to 20 years.

**It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to approve and authorize the DCS Tower Sub, LLC 5-year renewable lease for the Detour Tower with Chippewa County Central Dispatch, as presented. On a voice vote, the motion CARRIED.**

**Central Dispatch – Title III Certification for 2023 payment year - \$714.76**

The Committee reviewed the Certificate of Title III expenditures for FY2023 in the amount of \$714.76 for the County's Secure Rural Schools and required by Law under Section 302(a) of the Act of 2000.

**It was moved by Commissioner Lieurance and supported by Commissioner Martin, to approve and authorize the County's Certification of Title III Expenditures and Unobligated Funds for FY2023 payment year, as presented. On a voice vote, the motion CARRIED.**

**Sheriff's Department – Purchase Transport Van for \$83,199.00 waive County purchasing policy**

The Committee reviewed information form Sheriff Bitnar regarding the purchase of a new secure transport van, which is a budgeted item for FY2024. The 2023 Ram Promaster 2500 full size van is a more secure than the current van being used, and comes with all the security barriers, window coverings, gender separation areas for the inmates. The request asks that the Committee approve waive the County's bid process as AutoFarm Ambulance Sales has the van on site; with a newer 2024 van costing over an additional \$3,000.00.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the purchase of the 2023 Ram Promaster 2500 full size secured transport van from AutoFarm Ambulance Sales for \$83,199.00 and to waive the County purchasing policy. On a voice vote, the motion CARRIED.**

**Sheriff's Department – Release RFQ for two (2) Dodge Durango, Police/Pursuit package SUV's**

The Committee reviewed the RFQ for Sheriff's Department SUV's.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the request for quotations for two (2) Dodge Durango, Police/Pursuit package SUVs, as presented. On a voice vote, the motion CARRIED.**

**Information Systems – JAVS Maintenance and Support – 91<sup>st</sup> District Court - \$5,972.00**

The Committee reviewed the JAVS Maintenance and Support Agreement for Chippewa County's 91<sup>st</sup> District Court in the amount of \$5,972.00, to provide annual extended warranty, prevention maintenance, support and services from February 1, 2024 through January 31, 2025.

**It was moved by Commissioner Martin, supported by Commissioner Lieurance, to approve and authorize the annual JAVS Maintenance and Support Agreement for 91<sup>st</sup> District Court at the price of \$5,972.00. On a voice vote, the motion CARRIED.**

**Information Systems – LSSU Project - inventory system for equipment and supplies**

The Committee reviewed a memo from Information Technology Specialist Anthony Zakic, who requested to proceed with an Information System project with LSSU's, School of Computer Science and Mathematics; the project is to revise the current legacy inventory system and process related computer equipment tracking, as well as, the office inventory that is disbursed by the County's Building and Grounds staff. The Committee is asked to authorize signature for the technical requirement document and project acceptance document.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to proceed with the LSSU project to revise the inventory system for equipment and supplies, and to authorize the necessary signatures by Information Technology Specialist Anthony Zakic. On a voice vote, the motion CARRIED.**

**MDOC Probation and Parole – MOU – Multi-function (MFD) copier-printer-scanner-Fax use**

The Committee reviewed an MOU between the Michigan Department of Correction and Chippewa County for use of the multi-function devices (MFD); this is a five-year MOU effective from January 2024 until January 2029.

**It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the MOU between the Michigan Department of Corrections and Chippewa County for use of the multi-function device (MFD); this is a five-year MOU effective January 2024 until January 2029. On a voice vote, the motion CARRIED.**

**Administration – Otis Elevator – auto-renew for five-year term**

The Committee reviewed the current maintenance contract for the three County Building elevators (machine numbers 404926, 436376, and 551679); Administration reached out to Otis Elevator Company and the auto-renewal will be more cost effective for the County and asked that the maintenance agreement to be auto-renewed on August 1, 2024 for a five-year period.

**It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to authorize the Otis Elevator Company Maintenance Agreement to auto-renew for a five-year period on August 1, 2024. On a voice vote, the motion CARRIED.**

**Administration – Opioid Settlement Monies - discussion**

The Committee reviewed information on the Opioid Settlement dollars, which the County should receive approximately \$1,640,445.33 to be used for treatment, prevention, recovery, and harm reduction, as well as, acceptable uses for the monies and the need for a legal review. The committee spoke about the area agencies (Great Lakes Recovery Centers; both Men’s and Women’s New Hope Houses, FAN (Families Against Narcotics), that provide these services, and possible uses for the Health Department and Sheriff’s Office.

Commissioner Lieurance reported on potential collaboration of the Upper Peninsula Counties to all come together to establish a Drug Treatment and Mental Health Inpatient/Outpatient Crisis Unit Center in the Upper Peninsula, although he did think it had some unanswered questions and concerns.

A workshop will be established so that a discussion with the area agencies, there needs and to hear their ideas for the use of the opioid monies; to date we have received \$187,119.40, with the first payments being received in February 2023.

**Finance - Claims and Accounts – January – County and Health Department**

It was moved by Commissioner Martin, supported by Commissioner Shackleton, to recommend the approval of January County bills and payroll: general claims \$456,060.53, other fund claims \$2,319,246.12, payroll \$458,553.24, and Health Department claims \$934,438.09 and payroll \$206,913.41 total claims \$4,375,211.39. On a voice vote, the motion CARRIED.

**Committee Comments**

No additional comments.

**Chairman Comments**


No additional comments.

**Adjourn**

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

The meeting adjourned at 5:00 p.m.

  
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Kelly J. Church, Recorder

  
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Robert Savoie, Chairman.