

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE

MEETING MINUTES

April 9, 2024

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, April 9, 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, Joe Nolan, David Markham, and Kelly Church

PRESENT VIA ZOOM: Anthony Zakic, Brian Bartlett, and Tknowles.

Approval of the Agenda

It was moved by Commissioner Traynor, supported by Commissioner Shackleton, to amended and approve the agenda, adding 5 b. Gator Kennels. On a voice vote, the motion CARRIED.

Public Comment

Joe Nolan gave the Committee a brief update on Community Action Agency activities and the renewal request for the Senior Services millage.

Correspondence and Informational Items

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

AGENDA ITEMS

Health Department – Home Health and Hospice Program – Closure Date

The Committee reviewed the most recent Home Health and Hospice update from Administration regarding the need to set an earlier closure date for the Home Health and Hospice Programs; both Health Department and County Administration feel that a June 30th closure date is necessary. The closure is needed earlier due to reduced reimbursements, staffing and to make sure that the services can be maintained at the level the community has received and expected over the years. A June 30th closure date gives the Health Department enough time to send out adequate notices to the staff, State of Michigan, contracted organizations and Centers for Medicaid and Medicare Services (CMS). No new patients will be added to the current census of 28. The Board previously approved payout of Home Health and Hospice staff (both union and Non-union) sick time on the books, Administration is asking that the sick time also be paid out, if an employee leaves prior to June 30 due to a new job; the Committee held a lengthy discussion and spoke about several different options. The original motion was amended to add that any full-time staff that stays until June 30, 2024; would receive 100% their sick bank paid and an additional \$500.00. Discussion followed

It was moved by Commissioner Savoie, supported by Commissioner Martin, to approve and authorize the closure of the Home Health and Hospice Programs, effective June 30, 2024 and to payout the Home Health and Hospice full-time employees sick time, plus an additional \$500.00 if they stay until June 30, 2024 closure. On a voice vote, the motion CARRIED.

Office of Emergency Services – Soo Tower – Space Lease Agreement \$4,470.15

Office of Emergency Services Director Greg Postma ask the Committee to review, approve and authorize to lease space on the Soo Tower sight; the prior lease was just over 20 years ago. The renewal is a 20-year renewal, with annual rent of \$4,470.15.

It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to approve and authorize the U.S. Government Leand for Real Property, for a site lease (Soo Tower) between U.S. Customs & Border Protection and Chippewa County Emergency Services, a 20-year lease (expiring 9/30/2042); costing \$4,470.15 annually. On a voice vote, the motion CARRIED.

Office of Emergency Services – Rave Emergency Notification Systems \$5,000.00 (set-up and migration fee)

The Committee reviewed a memo from Director Greg Postma for a one-year service agreement with Rave Mobile Safety. A product that provides emergency messaging to the communities in the county. Previously a Region 8 Homeland Security grant paid for this notification system, this ends June 2024. To maintain this program, it has an annual fee of \$4,000.00 with a one-time fee \$1,000.00 set-up/migration fee; Director Postma is asking to double the expenditure for this year as only \$2,500.00 was budgeted.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the Rave Emergency Notification System, for an annual fee of \$4,000.00 and a one-time \$1,000.00 for set-up/migration. On a voice vote, the motion CARRIED.

Office of Emergency Services – Pager Talk Group Activation Fee for Kinross EMS - Reimbursement

The Committee reviewed a request from Director Postma to activate a Pager Talk Group for Kinross EMS (KEMS), through the Michigan Public Safety Communications System (MPSCS), as Kinross EMS is transitioning from VHF paging to 800 mhz paging. The cost of \$1,500.00 will be paid by the County and fully reimbursed by Kinross EMS

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize the \$1,500.00 county expenditure for a Pager Talk Group for Kinross EMS; to be reimbursed by Kinross EMS. On a voice vote, the motion CARRIED.

Information Systems – Prosecutors by Karpel (PACC/PAAM Case-tracking application) Contract

The Committee reviewed a request for the Prosecutor Office to migrate from the use of Hyland OnBase, to the new PACC/PAAM case-tracking and workflow application. PACC/PAAM is providing funding to cover the migration and billing costs until September 30, 2026; and following the annual maintenance is expected to be around \$4,000; with limits on the increases, this will be a large savings as the current reoccurring cost is \$24,000.00 per year.

It was moved by Commissioner Shackleton, supported by Commissioner Lieurance, to approve and authorize signature for the contract between Prosecuting Attorneys Association of Michigan and the Chippewa County Prosecutor’s Office for the Karpel Solutions ‘Prosecutor by Karpel’ to provide case-tracking and workflow. On a voice vote, the motion CARRIED.

Information Systems – Cyber Incident Response Plan (approval)

The Committee reviewed a request from Information Technology Specialist Anthony Zakic, to approve a Cyber Incident Response Plan for the County, to provide key framework on how we respond to a cyber incident. This Plan is confidential and not FOIA eligible.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve Chippewa County Cyber Incident Response Plan, this plan is confidential and not FOIA eligible. On a voice vote, the motion CARRIED.

Information Systems – Policy 505 (update) and Policy 507 (new)

The Committee reviewed the changes in Policy No. 505 – Agency Provided Telephones/Laptops/Tablets, to clarifying to employees when equipment can be asked to produce or return. Policy No. 507 is a new policy regarding Computer and Network Authentication and following the best-practice standards, and Password Policy.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve Policy No. 505 Agency Provided Telephones/Laptops/tablets update and new Policy No. 507 Computer & Network Authentication (or Password Policy), as presented. On a voice vote, the motion CARRIED.

Information Systems – Release RFP's

- **Sheriff Building and Animal Shelter Camera Systems**
- **Building Security & Access Control System – County Building and Courthouse**

The Committee reviewed the RFQ for Sheriff Building and Animal Shelter Camera Systems and Building Security & Access Control System – County Building and Courthouse, as presented.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve the to release the RFP's for Sheriff Building and Animal Shelter Camera Systems and Building Security & Access Control System – County Building and Courthouse, as presented. On a voice vote, the motion CARRIED.

Sheriff's Office – K-9 Fund (establish)

The Committee reviewed a request to establish a K-9 Special Fund in the general ledger; as requested by Sheriff Bitnar. Chairman Savoie supports the idea but did want the Committee know that there is case law regarding base wages for a Deputy who is assigned as a dog handler; with the base wage being increase by 20-25%.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize establishing a K-9 Special Fund in the general ledger, as requested. On a voice vote, the motion CARRIED.

Sheriff's Office – Stonegarden Funding \$135,500.00 (accept)

The Committee reviewed the Stonegarden April 1 to September 30, 2024 allocation; which includes the Sheriff's Office wages and fringe of \$57,500.00; SSM City Police wages and fringes of \$16,500.00; fuel of \$8,100.00; mileage of \$4,550.00; License Plate Reader maintenance of \$3,600.00; marina slip of \$1,900.00; patrol vehicle maintenance of \$1,750.00; Thermal monocular of \$6,000.00; GPS units \$3,000.00; mobile 800mhs \$14,400.00, portable 800mhs \$19,200.00 and State management and administrative (M&A) \$3,500.00. for a total of \$136,500.00 as the M&A is already expended.

It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to accept the Stonegarden Funding, as presented. On a voice vote, the motion CARRIED.

Animal Control – Robinson Fence Co. Inc. \$6,719.00 (approve & waive purchasing policy)

The Committee review a quote from Robinson Fence Co. Inc., to supply and install approximately 110' of 6' high, 9-gauge chain link fence at the Animal Shelter at the cost of \$6,719.00; to replace what was removed for the addition.

It was moved by Commissioner Martin, supported by Commissioner Lieurance, to approve the fencing at the Animal Shelter; to install 110' of chain link fencing by Robinson Fence Co. Inc. at the price of \$6,719.00 and to waive the County purchasing policy. On a voice vote, the motion CARRIED.

Animal Control – Gator Kennels \$3,960.00

The Committee reviewed the quote from Gator Kennels for four new gates and four replacement gates for the Animal Shelter, these are the royal blue with the paw print design to match the current gates.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the purchase of eight gates (four new and four replacement) from Gator Kennels at the price of \$3,960.00, as presented. On a voice vote, the motion CARRIED.

Treasurer’s Office – Title Check LLC renewal – 5-year agreement

The Committee reviewed a contract renewal from Title Check LLC, who provides the County Treasurer with comprehensive real estate title research, skip tracing of parties with property interest, due process notification, foreclosure processing, task management and property disposition services.

It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to approve and authorize signature for the 5-year renewal of the Title Check LLC contract with the County Treasurer, as presented with per-parcel rates of \$62.88 for administrative fees; \$55.25 for full searches and \$21.25 for repeat searches. On a voice vote, the motion CARRIED.

C-L-M Community Action Agency – Senior Services and Program Millage Renewal

The Committee reviewed the Senior Services and Programs Millage Renewal; which will generate approximately \$989,000.00 annually; this language was reviewed by legal.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve the Senior Services and Programs Millage Renewal Proposal for the August 2024 election as follows:

CHIPPEWA COUNTY

SENIOR SERVICES and PROGRAMS
MILLAGE RENEWAL

(This proposal will permit the County to renew its tax levy at .75 mills to provide operating funds for Chippewa County COMMUNITY ACTION AGENCY’S SENIOR SERVICES AND PROGRAMS IN CHIPPEWA COUNTY and will replace the millage previously levied for this purpose)

AUGUST 6, 2024

Shall the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on general ad valorem taxes within CHIPPEWA COUNTY, MICHIGAN be renewed at .75 mill (\$0.75 per \$1,000 of taxable value) for a period of four years, being 2025, 2026, 2027, AND 2028, inclusive for the purpose of providing operating funds to continue and enhance Chippewa County Community Action Agency’s Meals Programs and Chippewa County Community Action Agency’s Senior Services in Chippewa County, thereby raising in the first year (2025) an estimated \$989,000?

YES _____
NO _____

On a voice vote, the motion CARRIED.

Administration – Bid Summaries for Copier Machines (Clerk and Public Defender)

The Committee reviewed the Bid Summary sheet for copiers in the Clerk’s Office and the Public Defender, two bids were received that met specifications and were timely. The pricing for the Clerk’s Office being higher due to a 3rd paper tray being added.

It was moved by Commissioner Shackleton, supported by Commissioner Lieurance, to approve the low bid from National Office Products, \$4,779.75 for the Public Defender’s Office and \$5,132.59 for the Clerk’s Office, as presented. On a voice vote, the motion CARRIED.

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

It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to recommend the approval of March County bills and payroll: general claims \$315,456.10, other fund claims \$1,542,192.14, payroll \$602,813.86, and Health Department claims \$353,517.50 and payroll \$205,602.67 total claims \$3,019,582.27. On a voice vote, the motion CARRIED. 4-0 (Commissioner Lieurance abstained)

Committee Comments

Commissioner Martin spoke about Home Health and Hospice, and how heartbreaking it is for CCHD and the staff about closing the program; noting that the County kept it going as long as possible, he thanked the staff, that we did the best that we could do, that it is very disappointing, but that it was not from lack of trying to keep the program.

Chairman Comments

Chairman Savoie reiterated that it is a sad, tough day to take the lead on making the program closure motion, and that he did not see the program as a failure; but that we are the last county in the State of Michigan to be able to continue to provide the services; but that it is certainly a sad day for the staff and citizens.


Adjourn

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

The meeting adjourned at 5:04 p.m.



Kelly J. Church, Recorder



Robert Savoie, Chairman.