

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

February 15, 2022

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, February 15, 2022 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was also available via Zoom.

MEMBERS PRESENT: Jim Martin, Robert Savoie, Scott Shackleton, Erik Baron and Ted Postula

MEMBERS ABSENT: None

OTHERS PRESENT: Gay Mather, Judge Lambros, Bev Eavou, Marta LaLonde, Sheriff Bitnar, Karen Senkus, Mike Bitnar, and Kelly Church (all in person). Via Zoom ROD Office, StewartS and Brandon Denby.

Approval of the Agenda

It was moved by Commissioner Shackleton, supported by Commissioner Baron, 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, travel requests, the Health Department's Healthcare First summary, prescription savings and a revenue sharing graph. No action is necessary.

AGENDA ITEMS

Circuit Court – Circuit Court Administrator Wage Request

The Committee reviewed a request for a pay level increase from Judge James Lambros regarding the recent retirement and hiring of a new Circuit Court Administrator. Judge Lambros is asking to waive Policy 211, as the based on her experience level, changes in the job duties and added tribal court experience, he would like to move Irene Semasky to the 5-year pay level.

It was moved by Commissioner Baron, supported by Commissioner Martin, to approve waiving policy 211, and placing Circuit Court Administrator Irene Semasky at the 5-year level of her Grade 11 position. On a voice vote, the motion CARRIED.

Health Department – MOU CCHD and NorthCare Network - \$26,300.00

The Committee received and reviewed a copy of the MOU between the Chippewa County Health Department and NorthCare Network for \$26,300 to be used for the Needle Exchange Program known as Safe X-Change program.

It was moved by Commissioner Shackleton, supported to Commissioner Baron, to authorize acceptance of the MOU between CCHD and NorthCare Network for \$26,300 for the Needle Exchange Program. On a voice vote, the motion CARRIED.

Health Department – Pink Ribbon Request #22-01

The Committee reviewed Pink Ribbon Request #22-01 in the amount of \$1,779.48.

It was moved by Commissioner Martin, supported by Commissioner Shackleton to approve the release of \$1,779.48 of Pink Ribbon funds, request #22-01. On a voice vote, the motion CARRIED.

Office of Emergency Management –

Motorola Solutions Service Agreement - \$25,250.00

Colligo GIS – Map Maintenance Services - \$3,000.00

The Committee reviewed the Colligo 2022 Map Maintenance Services agreement and the Motorola annual maintenance agreement, both renewals.

It was moved by Commissioner Baron, supported by Commissioner Postula, to approve and authorize the Colligo GIS – 2022 Map Maintenance Services for \$3,000.00 and the Motorola Solutions Annual Maintenance for \$25,250.00 as presented. On a voice vote, the motion CARRIED.

Public Defender’s Office - Service Agreement w/NorthCare Network - \$4,000.00

The Committee received and reviewed a copy of the Service Agreement between the Public Defender’s Office and NorthCare Network for \$4,000.00, to be used for OWI and/or drug cases for uninsured or underinsured client’s assessment fees.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to accept and authorize the Service Agreement between the Public Defender’s Office and NorthCare Network in the amount of \$4,000.00 to be utilized for assessment fees for clients who are uninsured or underinsured. On a voice vote, the motion CARRIED.

Public Defender - Legal Services Attorney Agreement Ross Hickman

The Committee reviewed a Legal Services Agreement to provide legal services for overflow and/or conflict cases out of the Public Defender’s Office for Attorney Ross Hickman.

It was moved by Commissioner Martin, supported by Commissioner Baron, to approve and authorize the Legal Services Agreement between the Public Defender’s Office and Attorney Ross Hickman. On a voice vote, the motion CARRIED.

Register of Deeds – US Imaging, Inc.

The Committee reviewed the contract for archiving digital images for the Register of Deeds.

It was moved by Commissioner Shackleton, supported by Commissioner Baron, to approve and authorize the renewal contract with US Imaging, Inc for archiving digital images for the Register of Deeds Office. On a voice vote, the motion CARRIED.

Sheriff’s Department- Canteen Services, Inc. – Food Services Agreement

Sheriff Bitnar provided a food service agreement from Canteen Services, Inc. to start providing the inmate meals. Canteen Services, Inc. is well established and being utilized by many other counties in Michigan. Canteen Service, Inc. will hire on our current staff and this change will remove costs of the cooks and provide a savings of approximately \$50,000.00 annually, and relieve the Sheriff’s Administration from dealing with the human resources side including scheduling, employee conflicts and grievances.

It was moved by Commissioner Shackleton, supported by Commissioner Baron, to approve the Canteen Services, Inc. Food Service Agreement as presented. On a voice vote, the motion CARRIED.

Sheriff's Department – Jail/Tether Addition Re-bid

The Committee reviewed the request for the Tether Office addition, making sure the change was still sought. Discussion followed with the Committee wanting to have the job advertised differently from last year, to help get some interest from the local builders; as no bids were previously received. UPEA will be contacted.

It was moved by Commissioner Baron, supported by Commissioner Martin, to approve re-releasing the bidding process for the Tether Office addition through UP Engineers & Architects; with the County asking for changes on the advertising. On a voice vote, the motion CARRIED.

Sheriff's Department – EUP Papers & Stuff LLC

The Committee reviewed the previously approved 90-day agreement between the Sheriff's Office and the contractor EUP Papers & Stuff LLC. Who provide civil process services. This is a new company name with employees who have worked under the prior contractor and familiar with the services needed by the County.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to approve contract EUP Papers & Stuff LLC as presented to provide civil process services for Chippewa County Sheriff and to waive policy 320. On a voice vote, the motion CARRIED.

Surveyor - FY2022 Chippewa County Survey and Remonumentation Grant

The Committee reviewed the FY2021 Completion Report and the 2022 Survey and Remonumentation Grant from the Office of Land Surveying and Remonumentation was approved at the November 18, 2021 Commission meeting; in the amount of \$107,892 with Chippewa County contributing \$15,000 for total FY2022 project amount of \$122,892.00. Before the Committee are the contracts for the 2022 Remonumentation Program which include:

- \$16,292 for Patricia Weinreis, P.S. to administer the grant under the direct supervision of Robert Laitinen, P.S., Chippewa County Surveyor
- \$50,750 for Sidock Group to complete 29 corners
- \$50,750 for Alpine Engineering to complete 29 corners, and
- \$ 5,100 divided among five Peer Review Surveyor agreements
Peer Review Professional 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
Lawrence Weinreis, P.S., M.D.O.T.;

all the documents need to be approved and authorized for signature by the Committee.

It was moved by Commissioner Martin, seconded by Commissioner Baron, to approve the Completion Report for Grant Year 2021, the Program Representative contract in the amount \$16,292 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 \$50,750 for Sidock Group and Alpine Engineering to monument 29 corners apiece; to approve five Professional Service Agreements for the Peer Review Surveyors, total not to exceed \$5,100 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.

Administration – MERS – Add 457 for Corrections Group and open to all

The Committee reviewed a MERS 457 Participation Agreements which would allow establishing a 457 program for the members of the Corrections contract according to the recent negotiations for employer contributions, as well as, documents to open the option of any employee to contribute their own monies to the MERS 457 Program.

It was moved by Commissioner Martin, supported by Commissioner Baron, to authorize and establish a MERS 457 Program for employer negotiated amounts and employee contributions. On a voice vote, the motion CARRIED.

Administration – Nationwide Indexed Principal Protection and 457 Program for Road Group

The Committee reviewed the required documents to establish a Nationwide 457 employer funded program for the Road Patrol contract and to add the Nationwide Indexed Principal Protection.

It was moved by Commissioner Shackleton, supported by Commissioner Baron, to authorize and establish a Nationwide 457 employer funded portion program for the Road Patrol members and to add the Indexed Principal Protection to the Nationwide portfolio. On a voice vote, the motion CARRIED.

Administration – Wolverine Power Systems – Generator Maintenance

The Committee reviewed a scheduled maintenance agreement from Wolverine Power Systems for the generator located at the County Building (Generac 99A06250-S) with an annual price of \$995.00 to perform two visits and provide the necessary documentation for inspections. The Committee also reviewed the load-banking option, which will cost \$460 to test the generator's output, the generator is approximately 20-years old with general maintenance completed regularly but never being load-bank tested.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to approve the Level 2 scheduled maintenance program with Wolverine Power Systems at an annual price of \$995.00 and to have the load-banking option at the price of \$460.00 completed as well. On a voice vote, the motion CARRIED.

Administration – GASB-75 – OPEB Actuarial Valuation 12/31/21 - \$4,950.00

The Committee reviewed the renewal for having the GASB 75 – OPEB Actuarial Valuation to be completed by Jefferson Solutions, Inc.

It was moved by Commissioner Shackleton, supported by Commissioner Baron, to authorize the GASB-75 Report – Actuarial Valuation – December 31, 2021 update to be completed by Jefferson Solutions, Inc at a cost of \$4,950.00. On a voice vote, the motion CARRIED.

Administration – Release Request for Quotations

- **Sheriff Ford Utility Police SUV**
- **Sheriff Dodge Charger Patrol Unit**
- **Sheriff Ford F-150 Police Package**
- **Cost Allocation Plan**

The Committee reviewed the various requests for quotations.

It was moved by Commissioner Postula, supported by Commissioner Martin, to release the RFQ's for the Ford Utility Police SUV, Dodge Charger Patrol Unit, Ford F-150 Police package and the Cost Allocation Plan. On a voice vote, the motion CARRIED.

Administration – Combination of Offices (Register of Deeds and Clerk)

The Committee received information on Combining of Offices and the necessary steps required to potentially combine the Clerk & Register of Deeds. This discussion of combining the two positions goes back several years, and is a shift from previously having the Register of Deeds and Equalization Director combined. There are 37 other Counties who work with this combination, Administration is seeking feedback from all Counties regarding problems, savings and assurance of maintaining the services to the citizens. The work load would not change for the staff, only the organization chart. Discussion followed with comments about services to the citizens, additional information and being open minded about the possibilities and the timing of this potential change. No action was taken and research will continue.

Administration – ARPA

The Committee was updated on the APRA Funds for state and local fiscal recovery, the final rule/guidance is effective April 1, 2022 with new standards for those receiving less than \$10 million. The County is still working with Guidehouse, Inc and have three options to consider: 1) cover all government costs – spend all funds now on ‘provision of government services’, report all funds on April 30, 2) wait and see – continue to review and research and 3) identify projects for the County – complete within the year. Discussion followed with Commissioners still wanting to use the slow and steady approach; use the funds to take care of the County’s responsibilities, hold a work shop in the spring/summer and amending the budget to utilize these funds for lost revenue for provision of government services. Additional revenue sources were discussed including the Opioid settlement and the potential marijuana revenue, which will be restricted to certain uses and those funds may be able to help the County and other local entities. No action was taken.

Finance - Claims and Accounts

It was moved by Commissioner Baron, supported by Commissioner Shackleton, to recommend the approval of January County bills and payroll: general claims \$368,184.88 other fund claims \$910,360.31, payroll \$638,948.16, and Health Department claims \$309,878.47 and payroll \$99,076.29 total claims \$2,326,448.11. On a voice vote, the motion CARRIED.

Committee Comments

No comments offered.

Chairman Comments

Chairman Savoie commented on the how the non-union employees continue to be overlooked when it comes to the Board giving out raises. He understands that we are deficit spending to maintain our employees and services to the citizens and that we have two contracts still being negotiated, but that these employees, whom have not organized, often go with less raises and that the Board needs to be fair to all. He also stated that he doesn’t like the percentage increases but that he would prefer a flat amount, so that it is fair to all the grade levels.

Adjourn

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

The meeting adjourned at 5:24 p.m.