

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE

## MEETING MINUTES

September 13, 2022

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, September 13, 2022 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 5:30 p.m. with a quorum present. The meeting was also available via Zoom.

**MEMBERS PRESENT:** Jim Martin, Robert Savoie, Scott Shackleton, Ted Postula and Don McLean

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Karen Senkus, Doug Welton and Kelly Church; via Zoom Jill Schafer

### Approval of the Amended Agenda

It was moved by Commissioner McLean, supported by Commissioner Shackleton, 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 Investment Report, the VISA billing, travel requests, DTRF-RHFV Quarterly statements and the MEDC-MS-2015-0731-HO – Certificate of Completion. No action is necessary.

### AGENDA ITEMS

#### Health Department – 2022-2023 Budget & Contracts

The Committee reviewed the proposed CCHD 2022-2023 budget, with a budgeted \$1,600 surplus, that includes \$867,871 in COVID funds, \$23,250.28 in equipment, \$28,128.02 in travel (approximately 70% reimbursable) with Home Health and Hospice showing a deficit of \$113,010 but carrying \$508,494 in overhead. The Health Department allocation from the County would remain the same as the prior year at \$204,000. The budget request also includes moving Grade 19 Supervisors to Grade 20; increasing part-time home health nurses' wages by \$2.50 per hour; moving Home Health aides from Grade 2 to 3; adding a part-time SHACC clerk and a seasonal sanitarian.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the 2022-2023 CCHD budget as presented; including authorizing the Health Officer's signature on the various maintenance and support contracts, and changing payroll for Supervisors from Grade 19 to 20, Home Health aides from Grade 2 to 3, increasing the home health part-time nurses' hourly rate by \$2.50; and to approve the Health Department Organizational Chart as presented. On a voice vote, the motion CARRIED.

#### Health Department – Pink Ribbon Request #22-02 - \$787.52

The Committee reviewed Pink Ribbon request #2 of 2022 in the amount of \$787.52.

It was moved by Commissioner Martin, supported by Commissioner McLean, to approve and authorize Pink Ribbon Request 22-02 in the amount of \$787.52, as presented. On a voice vote, the motion CARRIED.

### **Health Department – Community Health Worker Agreement (UP MOMS Program)**

The Committee reviewed Community Health Worker Agreement between Upper Peninsula Health Plan, LLC and Chippewa County Health Department; with a quarterly compensation of \$15,750.00 to ensure availability of community health worker services at Partner's location and within the community.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize signature for the Community Health Worker Agreement between Peninsula Health Plan, LLC, and the Chippewa County Health Department, with a quarterly reimbursement of \$15,750.00. On a voice vote, the motion CARRIED.**

### **Health Department Programming Updates**

- **Home Health update**
- **Home Care/Private Duty update**
- **Hospice update**

The Committee received and reviewed the programming data for the Home Health Program monitoring the Performance Improvement Projects (PIP) which are all showing improvement and Quality Assurance Program Improvement (QAPI) also met to review that audit results for the period of October 2021 through August 2022 for each of the programs Home Health, Hospice and Home Care/Private Duty. Health Officer Karen Senkus reviewed all the statistics of each program including corrections, infection, unusual occurrences and admissions to the programs with the Committee and sought to answer any questions regarding the reports. This a review by the Board to provide oversight to the Health Department.

**It was moved by Commissioner Martin, supported by Commissioner Postula, to acknowledge oversight and the programming updates for Home Health, Home Care/Private Duty and Hospice services provided by the CCHD have been reviewed. On a voice vote, the motion CARRIED.**

### **Information Systems – Bid Summary – SonicWall Firewalls**

The Committee reviewed the bid summary from Information Systems for installation and programming for three (3) new physical SonicWall Devices; two bids were received and both were timely and met specifications.

**It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve the low bid from CERDANT to purchase SonicWall Firewalls at the bid price of \$14,329.74. On a voice vote, the motion CARRIED.**

### **50<sup>th</sup> Circuit Court - Drug Court contracts 10-1-2022 to 9-30-2023**

The Committee reviewed contracts for the 50<sup>th</sup> Circuit Court Drug Court from ML Consultant and Great Lakes Recovery Centers, Inc. for approval.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize the 50<sup>th</sup> Circuit Drug Court contracts for 2022-2023 for ML Consultants (\$45,000) and Great Lakes Recovery Centers, Inc. (\$8,200) as presented. On a voice vote, the motion CARRIED.**

### **District Court – Mental Health Court & Temporary Probation Officer – 30 Day - \$20.23/hour**

The Committee reviewed contracts for District Court Mental Health Grant Coordinator and a Temporary Probation Officer Contract; a 30-day contract, to fill the vacancy until a hire can be completed. A contract for the temporary work was needed as Ms. Thompson cannot be a subcontractor and an employee at the same time.

**It was moved by Commissioner McLean, supported by Commissioner Martin, to approve and authorize the District Court Mental Health Grant Coordination contract for 2022-2023 for \$62,400 and the Temporary Probation Office – 30 Day contract paying \$20.23 per hour as presented. On a voice vote, the motion CARRIED.**

## **MIDC/Public Defender contracts – Legal Services Agreement (Conflict Attorney)**

- **Legal Services Agreements 10-1-2022 to 9-30-2023**
  - **Fred Feleppa, Chad Peltier, Glenn Sarka, Brian Bloch and Craig Elhart**

Upon review; the Committee approved the contracts as presented.

**It was moved by Commissioner McLean, supported by Commissioner Martin, to approve and authorize the new Legal Services contracts starting October 1, 2022 through September 30, 2023, as presented. On a voice vote, the motion CARRIED.**

## **Sheriff's Department – Video Recruitment Video – First Responders Grant - \$4,995.00 & Vehicle Bids**

The Committee reviewed a quote for the Sheriff's Department to have a recruitment video completed using the First Responders Grant monies and to release bids for 6 (six) SUV's, 1 (one) Truck and 1 (one) Charger; for the 2022 and 2023 budget; due to lack of availability in 2022.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize the recruitment video to be completed by Jim Lehocky, payment from the First Responders Grant monies in the amount of \$4,995.00 and to release bids for the vehicles listed above. On a voice vote, the motion CARRIED.**

## **Register of Deeds – Wage Adjustments**

The Committee reviewed a letter from the Register of Deed seeking to advance a recent re-hired full-time employee Catherine Person to the 90-day rate which she was receiving prior to her brief time away from the County.

**It was moved by Commissioner Martin, supported by Commissioner Postula, to approve Catherine Person's payrate to the 90-day rate, she was receiving prior to her brief exit. On a voice vote, the motion CARRIED.**

## **Central Dispatch**

### **Enforcement Assistance Agreement w/Bay Mills Indian Community**

### **Recorder Upgrade - \$31,198.00 – waive County Policy**

### **FY2022 Emergency Management Performance Grant – Initial Work Agreement**

The Committee reviewed an Enforcement Assistance Agreement between Bay Mills Indian Community and Chippewa County Central Dispatch; which an agreement for aid in the effective radio communications and dispatch function for the operation of the Bay Mills Police Department when BMPD is not available. They reviewed a request and quote to purchase an upgrade to Eventide from Quality Recording Solutions, this upgrade was budgeted for FY2022; with a total expenditure of \$31,198.00. The current system is over 10 years old; and an upgrade will help meet the changing needs of technology. Waiver of the County purchasing policy was also sought. The Committee also reviewed the FY2022 Emergency Management Performance Grant (EMPG) Initial Work Agreement; which reimburses a portion of the Director's salary.

**It was moved by Commissioner Shackleton, supported by Commissioner Postula, to approve and authorize the Enforcement Assistance Agreement with Bay Mills Community, as presented; approve the quote to upgrade the Eventide from Quality Recording Solutions at the price of \$31,198.00, which was a budgeted item for FY2022 and to waive the County purchasing policy and approve and authorize signature for the FY2022 Emergency Management Performance Grant (EMPG) – Initial Work Agreement. On a voice vote, the motion CARRIED.**

**Administration – Release Snowplowing and Removal RFQ’s**

The Committee reviewed the annual snowplowing and removal RFQ’s for the County Building lot, Bingham Street parking, Animal Control, Central Dispatch and Building 429.

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to release the RFQ’s for snowplowing and removal. On a voice vote, the motion CARRIED.**

**Administration – NorthCare 2023 County Liquor Tax Funding Request**

- **Health Department - \$26,000.00**
- **50<sup>th</sup> Circuit Drug Court - \$30,000.00**
- **Public Defender’s Office - \$5,000.00**

**It was moved by Commissioner Shackleton, supported by Commissioner Postula, to accept and forward FY23 Liquor Tax Funds requests as presented to NorthCare Network – Substance Use Disorders:**

- **Health Department - \$26,000.00**
- **50<sup>th</sup> Circuit Drug Court - \$30,000.00**
- **Public Defender’s Office - \$5,000.00**

**On a voice vote, the motion CARRIED.**

**Administration – Subordinating Agreement – Brenda Nunnemaker**

The Committee received a request to subordinate the County position on a mortgage under the Community Home Improvement Program for \$5,000 in September 2007, to further assist the homeowner with a new mortgage. (Reference: Liber 1041, Page 849)

**It was moved Commissioner Shackleton, supported by Commissioner McLean, to approve the Subordination Agreement, for the Community Home Improvement Loan from September 2007 to further assist the homeowner. On a voice vote, the motion CARRIED.**

**Administration – Postage Machine (Replacement)**

The Committee reviewed a quote to replace out current postage machine which will be obsolete at the end of the current contract with Pitney Bowes, the replacement machine, a SendProC Auto will be approximately an additional \$125 per quarter.

**It was moved by Commissioner Martin, supported by Commissioner McLean, to approve the SendPro C Auto postage machine; at the cost of \$575.40 quarterly plus supplies. On a voice vote, the motion CARRIED.**

**Administration – Audit Quote**

The Committee reviewed a quote from Anderson Tackman and Company, PLC to complete the audits for FY2022, 2023 and 2024 for the County at the prices of \$25,900 per year and the Health Department at the price of \$7,400 per year, which is the same price as the past three-year agreement.

**It was moved by Commissioner McLean, supported by Commissioner Martin, to approve the professional services agreement with Anderson, Tackman and Company, PLC to complete the County FY2022, 2023 and 2024 audits at the price of \$25,900 per year and the Health Department audits for FY2022, 2023 and 2024 for \$7,400 per year. On a voice vote, the motion CARRIED.**

**Administration – 44North – Health Care Renewal**

The Committee reviewed the health care renewal from 44North for FY2023, and reviewed the line of business including ARORx prescriptions; with an overall decrease 2.14% from the FY22 rates. 44North is still looking into some future savings, as both dental and vision has increases.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize the FY2023 health care renewal with 44North, with an overall 2.14% decrease from FY22, and to adopt the line of business as presented; with potential additional savings/changes on dental and vision after 44North seeks quotes. On a voice vote, the motion CARRIED.**

**Administration – CDBG-MEDC Program Income Certification & Transfer to GF**

The Committee reviewed the annual Program Income Certification for the CDBG-MEDC Form 8-H; during the period 7/1/2021 to 6/30/2022 – the County received \$47,331.80 in early payoffs from prior Community Home Improvement Loans. Since the amount is above \$35,000; these funds will be returned to the State of Michigan, per CDBG guidelines. The County will only be returning \$45,031.80, because of a SOM \$2,300.00 approved expenditure, correcting a few problems with a prior homeowner.

**It was moved by Commissioner McLean, supported to Commissioner Postula, acknowledged and accepted the Program Income Certification having received \$47,331.80 during the period 7/1/2021 to 6/30/2022; noting the monies will be returned to the State of Michigan will be \$45,031.80. On a voice vote, the motion CARRIED.**

**Administration – November 15, 2022 – Finance Claims and Accounts – Meeting Date**

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to change the November Finance Claims and Accounts meeting date to Monday, November 14<sup>th</sup> at 4:30 p.m. On a voice vote, the motion CARRIED.**

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

**It was moved by Commissioner Martin, supported by Commissioner Postula, to recommend the approval of August County bills and payroll: general claims \$352,783.31 other fund claims \$3,087,195.51, payroll \$630,973.72, and Health Department claims \$303,039.15 and payroll \$205,226.39 total claims \$4,070,952.54. On a voice vote, the motion CARRIED.**

**CLOSED SESSION**

**Collective Bargaining Negotiations/ratification, pursuant 15.268 (c)**

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, move to enter into closed session to discuss collective bargaining negotiations, pursuant to MCL 15.268 (c).**

**Roll call vote 5-0. Closed session began at 5:48 p.m.**

**It was moved by Commissioner McLean, supported by Commissioner Shackleton, to exit closed session wherein to discuss collective bargaining negotiations, pursuant to MCL 15.268 (c).**

**Roll call vote 5-0. Return to open session at 5:55 p.m.**

**Committee Comments**

No Committee comments.

**Chairman Comments**


No Chairman comments.

**Adjourn**

**It was moved by Commissioner Martin, supported by Commissioner Postula to adjourn.**

The meeting adjourned at 5:58 p.m.

  
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Kelly J. Church, Recorder

  
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Robert Savoie, Chairman.