

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

July 8, 2021

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, July 8, 2021 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 2:00 p.m. with a quorum present. The meeting was also available via Zoom.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Erin Daines, Mike Rivenburgh (via Zoom), Karen Senkus (via Zoom), and Kelly Church.

## Approval of the Agenda

It was moved by Commissioner Baron, supported by Commissioner Shackleton, to approve the agenda as amended adding 6-5. health department flooring . On a voice vote, the motion CARRIED.

## Public Comment

MSU District Director Erin Daines gave an update regarding programming and staffing of MSU.

## Correspondence and Informational Items

The Committee reviewed the Investment report, VISA billing, travel requests and the Health Department's Healthcare First summary.

## AGENDA ITEMS

### Administration – FYE 2020 Audit – Doug Welton, Anderson, Tackman & Co.

The Committee was updated on the Chippewa County FYE 12/31/2020 Audit; with a net loss of \$306,627. The Audit opinion is Unmodified which is the highest opinion agencies can receive. Anderson Tackman & Co's Doug Welton gave an overview of the County's financial status with comments on increased capital assets, revenues losses covered by COVID Grants; and building projects that were scheduled in FY2020.

It was moved by Commissioner Shackleton, supported by Commission Postula, to accept and approve the FYE 12/31/2020 Audit of the Chippewa County and to authorize its distribution. 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 7/1/2020 to 6/30/2021 – the County received \$14,196.00 in early payoffs from prior Community Home Improvement Loans. Since the amount is 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 to Commissioner Baron, acknowledged and accepted the Program Income Certification having received \$14,196.00 during the period 7/1/2020 to 6/30/2021; noting the monies would be transferred to the GF. On a voice vote, the motion CARRIED.

### Administration – Attorney Engagement Letter re: Attorney Grievance Matter

The Committee reviewed the Attorney Engagement Letter from Dinan Legal Services, PLLC, regarding 21-0984, AGC/ADB Matter; this approval is effective June 28, 2021.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the Attorney Engagement Letter from Dinan Legal Services to provide Chippewa County legal representation on Case 21-0984, AGC/ADB matter. On a voice vote, the motion CARRIED.**

**Health Department – Medical Director Agreement**

The Committee reviewed the proposed Medical Directors Agreement, between Chippewa County Health Department and Dr. Catherine Wilkerson, M.D., M. P. H., with an annual sum of \$54,840.00 commencing July 16, 2021 and end September 30, 2023.

**It was moved by Commissioner Baron, supported by Commissioner Martin, to approve the Medical Director’s Agreement as presented between Chippewa County Health Department and Dr. Catherine Wilkerson, M.D., M.P.H., commencing July 16, 2021, ending September 30, 2023 with an annual cost of \$54,840.00. On a voice vote, the motion CARRIED.**

**Information Systems – 100-Pair Copper Removal**

The Committee reviewed a bid from BRE Communications to remove a 475 feet of a 100-pair aerial line. The removal is necessary as part of the North Court Street improvements; the line is County owed but no longer necessary, as it hooked to the Courthouse Annex.

**It was moved by Commissioner Shackleton, supported by Commissioner Postula, to authorize the \$675.00 quote from BRE Communications Inc. to remove the aerial line as quoted. On a voice vote, the motion CARRIED.**

**Sheriff’s Department – Equipment Purchases – Waive County Policy**

**6 Armor Express Vests \$5,945.00 with \$5,000 Safety Committee Grant via MCWCF**

**Body Cameras - \$6,318.00**

The Committee reviewed quotes on six (6) Armor Express Vests and two (2) body cameras; \$5,945.00 and \$6,318.00 respectively, with a \$5,000 Michigan Counties Workers’ Compensation Fund Safety Grant being used to help with the purchase of the body armor/bulletproof vests. The County Safety Committee meets quarterly and can apply annually for the MCWCF funding, these items were budgeted for FY2021 and the County purchasing policy will need to be waived.

**It was moved by Commissioner Martin, supported by Commissioner Baron, to approve and except the quotes from CMP Distributors, Inc in the amount of \$5,945.00 for six Armor express vests, the quote from Axon Enterprise, Inc. in the amount of \$6,318.00 for two body cameras with necessary accessories and to utilize and accept the MCWCF Loss Prevention \$5,000 grant to off-set the cost of the armer/bulletproof vests. On a voice vote, the motion CARRIED.**

**Health Department - Flooring**

The Committee reviewed three bid to replace flooring with COVID-19 Infection Control funds in the lobby, public restroom and hallway.

**It was moved by Commissioner Baron, supported by Commissioner Martin, to approve the low bid from Upper Peninsula Carpet Mart LLC, as quoted \$3,507.98 to replace flooring with COVID-19 Infection Control funds. On a voice vote, the motion CARRIED.**

**Finance - Claims and Accounts**

**It was moved by Commissioner Baron, supported by Commissioner Postula, to recommend the approval of June County bills and payroll: general claims \$427,480.97 other fund claims \$887,098.01, payroll \$584,224.22, and Health Department claims \$282,502.79 and payroll \$206,330.45 total claims \$2,387,636.44. On a voice vote, the motion CARRIED.**

**Finance – American Rescue Plan Act – Consulting Services**

Administration asked that it be permitted to review the four MAC vetted companies to obtain services for the ARPA COVID-19 funds. Services include reporting, auditing, budgeting and financial forecasting with recommended internal controls.

**It was moved by Commissioner Shackleton, supported by Commissioner Baron, to authorize Administration to identify one of the four MAC vetted companies to assist Chippewa County with the ARPA money planning and procurement. On a voice vote, the motion CARRIED.**

**Committee Comments**

Commissioner Martin thanked the Elected Officials, Department Heads and staff with regards to the FYE12/31/2021 Audit.

**Chairman Comments**


No comments were offered.

**Adjourn**

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

The meeting adjourned at 2:34 p.m.

  
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Kelly J. Church, Recorder

  
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Robert Savoie, Chairman.