

# **FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES**

**September 9, 2025**

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, September 9, 2025, at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Shackleton called the meeting to order at 5:30 p.m. with a quorum present.

**MEMBERS PRESENT:** Scott Shackleton, Justin Knepper, Damon Lieurance, and Jim Traynor

**MEMBERS ABSENT:** Jim Martin

**OTHERS PRESENT:** Karen Senkus, DJ Welton, Brian Bartlett, Cady Bauers, and Kelly Church

## **Approval of the Agenda**

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

## **Public Comment**

No public comments.

## **Correspondence and Informational Items**

The Committee reviewed the Treasurer's Investment report, VISA billing, travel requests, the DTRF/OPEB quarterly report and the annual Treasurer Foreclosure Sales. No action required.

## **AGENDA ITEMS**

### **Health Department – Extended to 15-month Budget to end 12/31/2025, Equipment, Contracts and Travel**

The Committee reviewed the proposed CCHD budget to extend their budget through 12/31/2025, the budget was broken down by Administration, Environmental Health, and Public Health; with combined revenues \$6,044,995 and expenditures totaling \$6,043,700. The Committee reviewed the personnel breakdown for wages and fringes; reviewed the IT equipment requests of \$7,200.00, travel requests, as well as the FY2025-2026 contract and agreements listing; which will authorize Health Officer Karen Senkus approval to sign. The Health Department allocation from the County would remain the same as the prior year at \$51,000.00. Discussion followed.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve the CCHD budget extension of three months to end 12/31/2025 as presented; including authorizing the Health Officer's signature on the various maintenance and support contracts, IT equipment, travel with the County allocation of \$51,000.00. On a voice vote, the motion **CARRIED**.

### **Health Department – Mission Statement, Organizational Chart, Annual Policy Review and Fee Schedules**

The Committee reviewed the CCHD Mission Statement, the Organizational Chart, the Policy Manual Indexes for: Administrative, Financial, Human Resources, Clinical, HIPAA, BC3NP, Children's Special Health Care Services, Family Planning, Communicable Disease, Immunization, Sault Health Adolescent Care Center (SHACC), Maternal Infant Health Program, HIV Aids, Environmental Health, and WIC. The Committee next reviewed the various fee schedules including the CCHD's PFH, SHACC, and Environmental Health. It was noted that the SHACC and PFH fees are adjusted according to changes in insurance reimbursement or new vaccines, and there were slight changes in water sampling fees, due to increased cost at city lab.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the Chippewa County Health Department's Mission Statement, Organization Chart, the Policies, and the fee schedules as presented. On a voice vote, the motion **CARRIED**

**Health Department – SHACC Lobby Furniture Purchase \$5,303.01**

The Committee reviewed a purchase request for the SHACC renovation grant, to purchase new lobby furniture, which is student-friendly furniture, which is a bit more costly; these expenses are covered by the grant funds of \$5,303.01. Commissioner Knepper questioned if local businesses were contacted regarding this opportunity, which was confirmed by Health Officer Senkus that the local businesses were contacted but did not have the type of furniture that was being looked for.

**It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize the purchase of SHACC lobby furniture from schooloutfitters.com at a price not to exceed \$5,303.01, as presented. On a voice vote, the motion CARRIED.**

**Health Department – Billboard for Social Determinants of Health Grant/EUUSD Community Connections Promotion \$12,085.00**

The Committee reviewed quotes from Lamar to purchase billboards through the Social Determinants of Health Grant. The Health Department has been working with the EUPISD to update and expand a community information exchange ‘EUP Connects/Community Connections’, the project entail promotion of the website; the billboards will be run in Chippewa, Luce and Mackinac Counties for several months. Commissioners inquired about the length of the campaign and the billboards; the Family Planning advertising campaign was spoken about briefly.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve the billboard expense for Lamar at the cost of \$12,085.00 to promote the EUP Connects/Community Connections project through the Social Determinants of Health Grant. On a voice vote, the motion CARRIED.**

**Law Library (District Court) change to VLex Fastcase, Inc. to provide access to statutes, case law, and court rules public access - \$2,500.00**

The Committee reviewed the quote from VLex Fastcase, Inc. to provide access to statutes, case law, and court rules for the County’s public access computer annually for \$2,500.00.

**It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize VLex Fastcase Inc. order to provide access to statutes, case law and court rules for the public access computer. On a voice vote, the motion CARRIED.**

**50<sup>th</sup> Circuit Court - Drug Court contracts 10-1-2025 to 9-30-2026**

The Committee reviewed contracts for the 50<sup>th</sup> Circuit Court Drug Court Forensic Fluids \$31.00/kit, \$22/sample and \$12/bag and Great Lakes Recovery Centers, Inc. \$20,040.00 for approval.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize the 50<sup>th</sup> Circuit Drug Court contracts for 2025-2026 for Forensic Fluids and Great Lakes Recovery Centers, Inc. (\$20,040) fees as presented. On a voice vote, the motion CARRIED.**

**MIDC/Public Defender contracts – Legal Services Agreement (Conflict Attorney) 10-1-2025 to 9-30-2025**

- **Alfred Feleppa, Brian Bloch, Chad Peltier, Noah Nightingale, Jana Mathieu, Diane Kay-Hougaboom, and Craig Elhart**

Upon review, the Committee noted the increase in hourly rates of pay per the MIDC; \$130/hour for arraignments/misdemeanors, \$142.50/hour for felonies, \$155/hour for capital cases plus mileage at \$0.70/mile, or current federal mileage rate. The Committee approved the contracts as presented.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the new Legal Services contracts starting October 1, 2025, through September 30, 2026, for MIDC Conflict Attorneys, as presented. On a voice vote, the motion CARRIED.**

### **Information Systems – Bid Summary - LTO 9 Tape Library Backup System**

The Committee reviewed the LTO 9 Tape Library bid summary from Information Systems; reviewing three bidders, the projected budget of \$15,000.00 not covering the cost and after reviewing the recommendation from Information Systems to decline the bids and re-write the specifications for a more budget friendly option.

**It was moved by Commissioner Knepper, supported by Commissioner Traynor, to reject the bids received for the LTO 9 Tape Library and to rewrite and release a new RFQ. On a voice vote, the motion CARRIED.**

### **Information Systems – Bid Summary - Domain, AD, Microsoft 365 & Email Migration**

The Committee reviewed the eight bidding prices and notes, along with the notes and recommendations from Information Systems: to award the bid to Avalon Technologies including the G3 and F3 licensing. This migration plan is due to Microsoft forcing everyone to their subscriber-based 365 platform by discontinuing traditional box licensing.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize the Information Systems Department to work with Avalon Technologies to not exceed the bid of \$78,618.42 including G3 & F3 licensing following recommendation of Brian Bartlett as he works on the Statement of Work. 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 FY2025, 2026, 2027 and 2028 for the County including the Health Department at the price of \$40,000, \$42,000, \$44,000 and \$44,000 per year.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve the professional services agreement with Anderson, Tackman and Company, PLC to complete the County FY2025, 2026, 2027 and 2028 audits at the price of \$40,000, \$42,000, \$44,000 and \$44,000 per year. On a voice vote, the motion CARRIED.**

### **Administration – OPEB (Other Post Employment Benefits) Withdrawals**

- **County - \$600,000.00**
- **EDC \$39,134.82**
- **Health Department - \$400,000.00**

The Committee was updated on the OPEB withdrawals for the County, EDC and Health Department to cover the cost of retiree health care for FY2025, noting the withdrawals will be made on 9/30/2025 following the advice of Morgan Stanley's Jessica Fitzgerald. The Committee briefly spoke about the significance of this first-time withdrawal and the prior insight that went into financially getting to this point.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize OPEB FY2025 withdrawals to cover retiree health care expenses for FY2025; withdrawals of \$600,000 for the County, \$39,134.82 for the EDC and \$400,000.00 for the Health Department, to be made on 9/30/2025. On a voice vote, the motion CARRIED.**

### **Administration – Release Snowplowing and Removal RFQ's**

The Committee was asked to authorize release of annual snowplowing and removal RFQ's for the County Building lot, Bingham Street parking, Animal Control and Sheriff's Storage/Training Building, and at Central Dispatch, and adding a three-year contract option.

**It was moved by Commissioner Knepper, supported by Commissioner Traynor, to release the RFQ's for snowplowing and removal, adding a three-year contract option. On a voice vote, the motion CARRIED.**

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

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to recommend the approval of August County bills and payroll: general claims \$392,843.67, other fund claims \$1,737,939.14, payroll \$618,340.46 and Health Department claims \$180,584.49 payroll \$153,283.99 total claims \$2,749,123.27; as presented. On a voice vote, the motion CARRIED.

**Committee Comments**

No additional comments were offered.

**Chairman Comments**

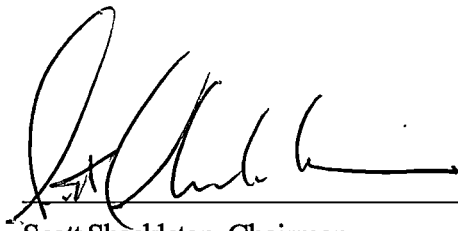
No additional comments were offered.

**Adjourn**

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

The meeting adjourned at 6:03 p.m.

  
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Kelly J. Church, Recorder

  
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Scott Shackleton, Chairman.