

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

October 4, 2018

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, October 4, 2018 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:30 p.m. with a quorum present.

MEMBERS PRESENT: Jim Martin, Scott Shackleton, Don McLean, Robert Savoie and Conor Egan

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, Chuck Leonhardt, Heidi Bailey, Lana Forrest, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, 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 received the Treasurer's Investment reports, the monthly travel report, the Health Departments Health Care First summary, the VISA billing, and information on the Cascade X, LLC tax tribunal. Chuck Leonhardt addressed the Committee regarding Home Health and Hospice volume of services being currently down trend wise and how this trend could affect the County's budget; as currently the trend is only covering \$50,000 of the Health Departments \$600,000 overhead. Overhead being retiree health care and Administration costs. Mr. Leonhardt and the Health Department staff will continue to closely monitor the charges; as referrals and hospice days of stay for September are up.

AGENDA ITEMS

Health Department – MDHHS new policies following site visit

The Health Department presented twelve new policies following a five-year site visit at the SHACC; no services changed as these policies just follow the current protocol and state guidelines.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the following policies as presented:

- a. Policy # 8.01.016 – Community Health HIV Competency and Training
- b. Policy #8.01.017 – Community Health Rapid HIV Test Procedures
- c. Policy #7.01.007 – SHACC Referral/Follow-Up/Communication on Client Care
- d. Policy #7.01.027 – SHACC Medication Storage, Administration and Disposal
- e. Policy #7.01.029 – SHACC Medical Waste Transport
- f. Policy #7.01.031 – SHACC Confidential Services and Billing
- g. Policy #7.01.040 – SHACC Medical Services
- h. Policy #7.01.047 – SHACC Transportation and Emergency Response
- i. Policy #7.01.048 – SHACC Risk Assessment
- j. Policy #7.01.049 – SHACC Laboratory Operations/CLIA
- k. Policy #7.01.050 – SHACC Bloodborne Exposure Control
- l. Policy #7.01.051 – SHACC Rapid HIV Test Procedures

On a voice vote, the motion CARRIED.

Public Defender – Legal Services Attorney contracts per MIDC

The Committee authorized the legal services attorney contracts per the MIDC grant guidelines for the following: Chad Peltier, Brian Rahilly, Brandon Rickard, Charles Palmer, Mark Dobias, Dyke Justin, and James Bias.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to authorize signature for the legal services attorney contracts per the MIDC grant guidelines for: Chad Peltier, Brian Rahilly, Brandon Rickard, Charles Palmer, Mark Dobias, Dyke Justin, and James Bias. On a voice vote, the motion CARRIED.

Public Defender – Equipment Purchases

The Committee reviewed the budgeted items per the MIDC grant approval for the purchase of 3 Surface Pro's, 1 scanner, 3 desks, 2 chairs, 2 floor mats and 3 phones for the new staff of the Public Defender's Office total cost not to exceed \$6,529.96.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the requested hardware and furniture for the Public Defender's Office, at a price not to exceed \$6,529.96; for the items referenced above. On a voice vote, the motion CARRIED.

District Court – Drug Court

The Committee reviewed a recently awarded Planning Grant for 91st District Court – Adult Drug Court in the amount of \$14,000 covering the grant period October 1, 2018 through September 30, 2019; the Committee also reviewed mandatory travel related to the Planning Grant and decided to establish a Special Fund for the Grant Award.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to accept the \$14,000.00 Planning Grant Award for 91st District Court-Adult Drug Court, authorize travel to the Adult Drug Court Fundamentals mandatory meeting and to authorize a Special Fund be established for the Grant funds. On a voice vote, the motion CARRIED.

Circuit Court - Drug Court

The Committee received copies of the Grant Award notification for 50th Circuit Court – Hybrid DWI/Drug Court in the amount of \$33,000; the FY2019 OHSP Grant Award notification for 50th Circuit Court – Hybrid DWI/Drug Court in the amount of \$32,500; and the agreements for the subcontractors of to provide the services for Circuit Court – Drug Court as follows: ML Consultants; to provide case management services - \$37,500; Redwood Toxicology Laboratory, Inc., to provide drug screening; and Great Lakes Recovery, to provide substance abuse and related counseling - \$8,750.00. The Committee asked for an update of the services being provided.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to accept and authorize the Grant Awards of \$33,000 and \$32,500; and to authorize the subcontractors for various services for the Circuit Court – Drug Court as follow: ML Consulting, Redwood Toxicology Laboratory, Inc. and Great Lakes Recovery, as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services

Rave Opt-In one year contract - \$1,500

EMT Basic Course for EMS

The Committee reviewed two requested from the Office of Emergency Services one to a one year word license for Rave Opt-In text alerts in the amount of \$1,500 and one to authorize approval of EMT Basic Course for Chippewa County EMS total course cost is \$11,170, each student would be responsible for \$275 and the Chippewa County OES would pay the remaining balance.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve and authorize the Rave Opt-In one year contract for \$1,500 and to authorize the EMT Basic Course for Chippewa County EMS cost not to exceed \$11,170. On a voice vote, the motion CARRIED.

Sheriff

Albert Heating and Cooling – Maintenance Agreement \$3,428

Aventric Technologies – 4 AED's w/ 2 trade-ins \$4,596

Fund 232 Community Corrections – 79 hour position

The Committee reviewed three requests from the Sheriff's Department, the first being an annual maintenance agreement to help eliminate some of the emergency call-outs, from Albert Heating and Cooling in the amount of \$3,428 to cover various cleaning, checking and replacing belts. The Committee also reviewed a quote from Aventric Technologies to start replacing and making sure all Sheriff's vehicles are equipped with AED's, the cost for four with two trade-ins is \$4,596. The third request is to authorize a 79-hour position for Fund 232 Community Corrections; as this fund is self-sustaining, and the fund balance increase annually with help to increase additional revenue with the additional hours.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Albert Heating and Cooling maintenance agreement in the amount of \$3,428; approve the purchase of four and the trade-in of two, AED's with Aventric for \$4,596 and to authorize a 79-hour position for Fund 232 Community Corrections. On a voice vote, the motion CARRIED.

Administration

MERS Hybrid – name change only

MERS Defined Benefit – name change only

The Committee was notified and requested to authorize name changes to the County's HC Hybrid division and DB division 16, Hybrid to read County/Non-Union/Dispatch after 5/1/10 and DB division to read County/Non-Union/Dispatch before 5/1/10.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to authorize the name changes for HC Hybrid and DB division 16, as presented and referenced above. On a voice vote, the motion CARRIED.

Administration – 44North – Health Care Renewal

The Committee reviewed the health care renewal for FY2019 from 44 North; with an overall decrease of 6.82%; and with changes to the employees prescription carrier, as CVS is moving away from smaller groups; the employees will be transitioned to ARORx; which is part of 44 North and we will be trying a voluntary international mail order option, which can be a savings for both the employee and the County. For FY19 budgeting purposes via the Health Insurance fund, we will only be able to authorize an additional 5% savings, not the 10% that has been offered the past several years to the departments and entities that are covered under the County's coverage.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize the FY19 health care renewal with 44 North, which provided a 6.82% overall decrease in premium; authorizing the change in prescription coverage to ARORx, and to utilize the International mail order prescription option. On a voice vote, the motion CARRIED.

Administration – DTRF – OPEB Health Care annual contribution

The Committee was advised of that \$600,037.20 in DTRF funds per Policy 314 that will be sent to the MERS Health Care Retirement account for the OPEB unfunded liability, which is an annual contribution.

It was moved by Commissioner McLean, supported by Commissioner Egan, to acknowledge the transaction per Policy 314 in the amount of \$600,037.20. On a voice vote, the motion CARRIED.

Administration - MERS Unfunded Liability contribution from FY17 Fund Balance

The Committee reviewed the prior year transaction to MERS, to assist in catching up on the County's unfunded portion of MERS retirement plans, as overall the County is only 69% funded through 12/31/2017 and if a similar transaction should be approved from the FY17 fund balance. Discussion followed.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to authorize a \$200,000.00 payment to MERS to help cover the unfunded liability of the County. On a voice vote, the motion CARRIED.

Administration – Amended Cooperative Agreement w/EUP Regional Planning – Parcel Project

The Committee was requested to amend the dates of the Cooperative Agreement between the Eastern U.P. Regional Planning & Development Commission and Chippewa County to complete the development of parcels in a digital format, utilizing the services of Amalgam, LLC ending December 31, 2018 and final payment due December 1, 2018.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to amend the term of the Agreement w/EUP Regional Planning to December 31, 2018. On a voice vote, the motion CARRIED.

Administration – Animal Control Snow Plowing and Central Dispatch Snow Plowing Bid Summaries

The Committee reviewed the two bids for snow plowing at the Chippewa County Animal Control Shelter and the sole bid for the plowing at Central Dispatch 911 Center.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize and approve the low bid of \$2,625.00 from Norris Contracting, Inc. for the Chippewa County Animal Control Shelter and the bid of \$3,800 from Frontier Contracting, LLC for the plowing at Chippewa County Central Dispatch. On a voice vote, the motion CARRIED.

Administration – County Building & Courthouse Parking Lot Snow Plowing

No bids were received for the County Building (8 place lot & handicapped ramp) or the Courthouse Employee Parking Lot (32 space lot). Options were discussed.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to authorize Administration to negotiate the best deal possible and report back to the Committee. On a voice vote, the motion CARRIED.

Notes: Burton Excavating will do the Courthouse Parking Lot for \$4,050 and Best Maintenance and Lawn Care will do the County Building and handicapped ramp for \$3,000.00.

Release RFQ for District Court and Building Department/Veteran Affairs copiers

The Committee reviewed the RFQ for copiers, which are budgeted and follow the replacement schedule.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to release the RFQ's for the copiers in District Court and the shared copier for the Building Department and Veterans Affairs. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts

The Committee reviewed the bills and payroll presented for approval.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to recommend the approval of September bills and payroll as follow: the general claims totaling \$471,199.56, other fund claims \$655,343.04, payroll \$476,278.05, Health Department claims \$298,600.39 and Health Department payroll \$112,340.33 total claims \$2,013,761.37 and vouchers H-1 through H-288. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner Shackleton inquired to when the handicapped walkway cover would be completed, Administrator German indicated within the next two weeks, as he had just spoke with the contractor.

Chairperson's Comments

No additional comments.


Adjourn

It was moved by Commissioner Savoie, supported by Commissioner McLean to adjourn.

Chairman Martin declared the meeting adjourned at 6:17 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman.