

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

**November 14, 2018**

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Wednesday, November 14, 2018 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:00 p.m. with a quorum present.

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

**MEMBERS ABSENT:** Conor Egan

**OTHERS PRESENT:** Karen Senkus, Tami Beseau, Orville Kabat, Mike McCarthy, Chris Olsen, Sheriff Mike Bitnar, Jim German and Kelly Church

## **Approval of the Agenda**

It was moved by Commissioner McLean, 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, MERS Health Care Fund contributions and earnings, and information on the 50<sup>th</sup> Circuit Court Drug Court, which was requested by the Committee.

## **AGENDA ITEMS**

### **FY2019 Budget Hearings**

The Chippewa County Economic Development Corporations Tami Beseau and Chris Olsen, gave brief update on the EDC's accomplishments, thanking the Committee for the annual allocation, which helps them assure the \$1,000,000.00 in federal funding from the Airport Improvement Program. The airport now services two major hubs Detroit and Minneapolis, which provides competitive prices for flights anywhere.

Chippewa/Luce/Mackinac Conservation District's Orville Kabat and Mike McCarthy briefly addressed the Committee, thanking them for the continued support of \$26,000 which is crucial to the programs, and notified the Committee that Mackinac County will be contributing \$6,000 this year.

### **Health Department**

#### **Pink Ribbon Request #18-10 - \$1,639.82**

The Committee reviewed Pink Ribbon request #18-10 in the amount of \$1,639.82.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve Pink Ribbon #18-10 in the amount of \$1,639.82. On a voice vote, the motion CARRIED.

### **MOU NorthCare Network and CCHD**

The Committee reviewed an MOU between NorthCare Network and the Chippewa County Health Department for \$32,400 which will be used to collaborate to support the Needle Exchange Program in Chippewa County known as Safe X-Change; FY19 (10/1/18-9/30/19).

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to authorize the MOU between NorthCare Network and the CCHD, to support the Needle Exchange Program in Chippewa County known as Safe X-Change, in the amount of \$32,400 for FY19 (10/1/18-9/30/2019). On a voice vote, the motion CARRIED.**

**Grad-Nurse Intern Agreement**

The Health Department presented a Grad-Nurse Intern Agreement for review by the Committee; the agreement would provide up to 29 hours per week of nursing services to the CCHD, with compensation of \$12.82 per hour.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the Grad-Nurse Intern Agreement as presented by the CCHD. On a voice vote, the motion CARRIED.**

**FY19 Local Health Department Grant Agreement – DEQ**

The Committee reviewed an agreement between the Michigan Department of Environmental Quality and CCHD; to provide funding of \$37,010.00 in exchange for work on the Local Health Department Grant for Public Drinking Water Supply; Drinking Water Long-Term Monitoring; Great Lakes Beach Monitoring; Public Swimming Pools; Septage Waste; Campgrounds and Medical Waste.

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to authorize and accept the FY19 Local Health Department Grant with the MDEQ in the amount of \$37,010.00. On a voice vote, the motion CARRIED.**

**Policies revised after accreditation with CHAP**

The Health Department presented fourteen policies for review and approval following CHAP accreditation.

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

- i. 4.04.011 Workplace violence
- ii. 4.04.012 Safety management
- iii. 4.04.015 TB Exposure Control Plan.
- iv. 4.04.016 Infection Control/Post Exposure Management
- v. 4.05.006 TB Control Exposure
- vi. 4.05.006 Refrigeration/Freezer Alarm
- vii. 5.03.001 Guidelines for Referrals
- viii. 5.03.005 Transfer Admit Inpatient
- ix. 5.03.010 Assessment/OASIS Care Plan
- x. 5.03.016 Physicians' Order
- xi. 5.03.034 Discharge Summary
- xii. 8.01.005 Contractual Services
- xiii. 8.01.012 HIV/AIDS – PrEP (new)
- xiv. 9.008.018 Lead Screening of WIC Clients (new)

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

**Health Department – Write-offs per policy**

The Committee reviewed the annual write-offs for the Health Department: Home Health and Hospice - \$68,741.05; Public Health - \$2,683.20; Environmental Health - \$446.00 and SHACC and Dental \$330.00. These write-offs are for services provided through 9/30/2017 (more than 365 days old). The Committee as discussed the Additional Development Requests (ADR's) or take backs that cannot be calculated, but will be included in the motion.

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the**

**Chippewa County Health Department write-offs for services provided through 9/30/2017 (more than 365 days old) as follows: Home Health and Hospice - \$68,741.05; Public Health - \$2,683.20; Environmental Health - \$446.00 and SHACC and Dental \$330.00; and authorized the ADR's (take backs) that cannot be calculated. On a voice vote, the motion CARRIED.**

#### **Office of Emergency Services**

**County of Luce Intergovernmental Emergency Dispatch Services Agreement - \$56,862 plus set aside fund of \$3,500**

**County of Mackinac Intergovernmental Emergency Dispatch Services Agreement - \$138,000 plus set aside fund of \$3,500**

The Committee reviewed the Agreements for Chippewa County to provide emergency dispatch to Luce (\$56,862; previously \$54,000) and Mackinac (\$138,000; previously \$131,000) Counties with the terms and conditions of this Agreement to be administered by Chippewa County in the E 9-1-1 Dispatch and Communications Services Center within Central Dispatch. Each with a \$3,500 set aside fund to be used exclusively for equipment and operational needs pertaining to 9-1-1 dispatching. Term of Agreement shall be five (5) years, beginning the 20<sup>th</sup> day of November, 2018 and ending the 20<sup>th</sup> day of November 2023.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize the Intergovernmental Emergency Dispatch Services Agreements with Luce County for \$56,862 and Mackinac County for \$138,000; with a 5 year term starting November 20, 2018. On a voice vote, the motion CARRIED.**

#### **District Court and Building Department/Veteran Affairs Bid Summaries**

The Committee reviewed the bid summaries for copiers, in the District Court Office and a shared copier for the Veterans Affairs and Building Department which are budgeted and follow the replacement schedule. Three bids were received for each copier and all met specifications.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to go with the low bid of \$977 each from National Offices Products for copiers in District Court and the shared copier for the Building Department and Veterans Affairs. On a voice vote, the motion CARRIED.**

#### **Nationwide Guaranteed Rate Change – Option 2**

Nationwide is one the County employees deferred compensation programs; a choice regarding the guaranteed minimum interest rate change needed to be made. Documentation was sent to the employees who are with Nationwide and only one return their vote – Option 2. Option 2 which changes the rates from 3.5% in 2018 down to .5% in 2023; plus increases the participants transfer limit from 20% to 40%.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the Guaranteed Minimum Interest Rate Change via Option 2 – which changes the rates, and increases the transfer limit from 20% to 40%. On a voice vote, the motion CARRIED.**

#### **Summit Companies – Smoke Detection and Relay Modules – County Building Elevator Modernization - \$5,528**

The Committee reviewed the billing that added smoke detection and relay modules to the existing fire alarm system to provide elevator recall smoke detection for the County Building elevator that is being overhauled due to its age by Otis Elevator. The cost being \$5,528 which is over the Purchasing Agent's (Administrator/CFO) limit and would need to waive the County Policy retroactively; as the added trades for the project were higher than originally expected.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize the Proposal and Contract with Summit Companies to add the elevator recall system at a cost of \$5,528, and to waive the County Purchasing Policy. On a voice vote, the motion CARRIED.**

#### **MOU MSUE – 4-H Position**

The Committee reviewed the annual MOU between Chippewa County and Michigan State University Extension; regarding the .5 FTE 4-H Program Coordinator. The MOU is for \$48,137.00, which is budgeted for FY19.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the .5 FTE 4-H Coordinator MOU between Chippewa County and Michigan State University Extension for \$48,137.00; as long as the FY19 budget is approved with no changes. On a voice vote the motion CAARRIED.

**Finance - Claims and Accounts**

The Committee reviewed the bills and payroll presented for approval.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to recommend the approval of October bills and payroll as follow: the general claims totaling \$1,603,957.43, other fund claims \$406,811.94, payroll \$481,783.04, Health Department claims \$285,824.14 and Health Department payroll \$192,220.08 total claims \$2,970,596.63 and vouchers H-1 through H-330. On a voice vote, the motion CARRIED.

**Borrowing Resolution (FY2019 – no action – will be at full Board**

The Committee was notified of the annual Borrowing Resolution that allows the County Treasurer to borrow monies, if necessary to pay the delinquent and ad valorem real property taxes. No action needed.

**FY2019 Budget General Fund and Special Funds**

**FY2019 Budget Resolution (review)**

The Committee was given a brief overview of the proposed FY19 Budget, and a last minute change regarding the expensing of the BS&A Building Department portion of the software to FY18. Items covered were Personnel changes in District Court (hiring Grade 11 position that was left vacant last year) and in the Sheriff's Department a Road Patrol Officer, to maintain our compliance with the Secondary Road Patrol Grant and to assist with inmate transports. Equipment purchases were reviewed including the new BS&A software; the intrusion detection firewalls; three cars (2 from the GF and 1 from Fund 232); three copiers instead of two and replacing the Circuit Courtroom carpet. The County will be approving a budget that will need to utilize \$21,439.57 of fund balance; the deficit can be contributed the BS&A software, and the new transfer to the Sheriff's Correctional training fund of \$52,700, as six officers need to go to academy this year; and the revenue to that fund would not cover all the training needs. Questions, discussion and answers followed.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to have the FY19 Budget Resolution updated to reflect the change for Monday's Regular Board meeting action. On a voice vote, the motion CARRIED.

**Committee Comments**

Commissioner McLean thanked HD Health Officer Karen Senkus for her quick response to his SHACC question.

**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 5:32 p.m.

  
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Kelly J. Church, Recorder

  
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Jim Martin, Chairman.