

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE

MEETING MINUTES

May 9, 2019

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, May 9, 2019 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 4:30 p.m. with a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Ken Talsma; Anderson, Tackman & Company, Karen Senkus, Mike Bitnar, Joyce Karr, Greg Postma, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner Egan, 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 Treasurer's Investment reports, the monthly travel report, and the Health Departments Health Care First summary; the VISA billing, prescription cost/savings report from 44 North, the updated Fixed Food Policy 903 and a letter regarding Public Health Accreditation State approval for the Health Department.

AGENDA ITEMS

Health Department – Audit FYE 9/30/2018 (Ken Talsma, Anderson, Tackman & Co)

The Committee was presented the FY2018 Health Department Audit, included were the financial statements, activities, components units, major fund for the year ended September 30, 2018, including graphs presented by Anderson, Tackman & Company's Ken Talsma. Mr. Talsma presented and reviewed various documents while answering Committee questions throughout the presentation. The Health Department did receive an unmodified opinion (which is the best opinion), prior comments have been corrected; the only new comment is regarding updating employee withholding forms; which has been dispersed by both the County Health Department and County Administration, to have employees update their forms based on the new 2018 Tax Cuts and Job Act. The Health Department's Home Health was discussed briefly, regarding keeping a close eye on the program, monitoring the receivables, billings to maintain the services. The Fund Balance increased by over \$180,000 to \$988,422. Discussion followed.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to accept, approve and authorize distribution of the FY2018 Audit of the Chippewa County Health Department. On a voice vote, the motion CARRIED.

Health Department – Epidemiology and Laboratory Capacity Support - \$12,384.78

The Committee reviewed a letter notifying the CCHD of being awarded \$12,384.78 to expand the Department's surveillance, epidemiology and laboratory capacity services, via funding from the Department of Health and Human Services Office of Local Health Services. The project will start on April 1, 2019 and end on July 31, 2019.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to accept and authorize the MDHHS funds of \$12,384.78, to purchase equipment for the Health Department's lab and clinics for personal and family health. On a voice vote, the motion CARRIED.

Public Defender – Private Investigator Service Agreement

The Committee was asked again to review a Private Investigator Service Agreement between the Public Defender Office and Hill Investigations PLLC; for services to be provided and paid for from the MIDC Grant. The contract cannot be authorized as proper County policy was not followed.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to authorize payment of \$75.00 per hour to Hill Investigations PLLC, for work started prior April 11, 2019 and through its completion for the Public Defender's Office from Fund 260 (MIDC). On a voice vote, the motion CARRIED.

Public Defender – Release RFQ Private Investigators

The Committee reviewed the RFQ for MIDC funded Private Investigators request.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize the release of the RFQ for MIDC funded Private Investigators request. On a voice vote, the motion CARRIED. (4-1 with Commissioner Savoie voting nay)

Central Dispatch – 2018 Stonegarden Grant Agreement and Documentation

The Committee reviewed the documents related to FY2018 Operation Stonegarden Grant Agreement that will run from September 1, 2018 to July 31, 2021; the following documents need to be authorized: grant agreement, sub recipient risk assessment certification, certifications regarding lobbying, standard assurances, audit certification and request for taxpayer ID.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize signatures for the FY2018 Operation Stonegarden Grant Agreement for \$200,000.00 and the required documentation noted above. On a voice vote, the motion CARRIED.

Central Dispatch – Region 8 Homeland Security Project – Access Control Boxes

The Committee reviewed a project with Region 8 Homeland Security, the project has been in the works for two years, and offered multiple times to the schools in Chippewa County via the EUPISD, that don't already have the Access Control Boxes. If necessary, FEMA along with the Alignment and Allowability Form with Environmental Survey (if necessary) have been approved. This project is no longer available.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Region 8 Homeland Security KNOX Access Control Boxes as presented, for four local school districts who responded to the project. On a voice vote, the motion CARRIED.

Central Dispatch – Bid Summary VHF Portable Radios & purchase additional

The Committee reviewed the bid summary to purchase 40 Motorola XPR3500e radios, utilizing the Title III pass through funding. The project received four bids which were all timely and met specifications; the cost of the radios came in much less than estimated; and Director Robbins requested that an additional 20 radios be purchased from the lower bidder Utility Communications, Inc. \$411.99 per radio – 60 radios totaling \$24,719.40. The price includes programming, shipping and all requirements for this project were followed.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the low bid from Utility Communications, Inc. at \$411.99 each, and to increase the order to 60 radios at a price not to exceed \$24,719.40, to be paid from Title III pass through funding for Reimbursement for Emergency Services Performed on Federal Land. On a voice vote, the motion CARRIED.

Sheriff Department – Drone Program

Undersheriff Greg Postma gave a presentation regarding the potential needs and uses for the Drone Program for the Sheriff's Office. The uses include search and rescue, traffic accident scene investigations, surveillance, situational disasters, payload dropping and FLIR (forward looking infrared) options. Discussion included the self-heating batteries; charging capabilities; officer safety and intelligence; insurance via MMRMA; the drone being a rural area tool for the Department. The cost of the drone is \$27,933, the cost for registration, training and testing is \$755; with an additional \$2,000 annually for supplies.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Chippewa County Sheriff's Office Drone Program, total price for the M210 Drone with registration, training and testing \$28,748, and \$2,000 annually for supplies; for this motion to include budget amendments of \$29,000 increase to 101-301-979.000 and \$2,000 increase to 101-301-801.000 and to waive the County purchasing policy. On a voice vote, the motion CARRIED.

Sheriff Department – Securus (phone contract) Jail

The Committee previously passed a motion regarding the Securus Technologies Service Agreement renewal during the February 2019 meeting; which included moving forward with video visitation, at no additional cost to the County, but would generate additional revenue of approximately 20% or \$2-\$4 dollars per video visit. The Department has since found out that the jail structure will not work for the WIFI connection needed for video visitation; the building would have to be hard wired at a huge cost and be a several weeks long project, involving extra staffing with many disruptions. The Sheriff was able to secure an increase in commission for a 5-year renewal without video visitation from the current 55% to 60%.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve a 5-year service agreement contract renewal with Securus Technologies for the Jail Phone System; the renewal increasing the commission to 60%. On a voice vote, the motion CARRIED.

Information Systems – Approve MDT's purchase and Approve Server purchase

The Committee reviewed the MDT purchase request for the Sheriff's Department to upgrade the mobile data terminals in the patrol vehicles, the low bidder Yeo & Yeo \$3,654.00. The Committee also reviewed the Server licensing bid which is necessary for the BS&A implementation, the low bidder MNJ Technologies - \$6,802.35.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the low bidder for the MDT's purchase and Server licensing purchase. The MDT's not to exceed \$3,654.00 from Yeo & Yeo; and the Service Licensing from MNJ Technologies not to exceed \$6,802.35. On a voice vote, the motion CARRIED.

Administration – Investment Committee recommendation Change MERS RHFV Investment Elections

The Committee reviewed the Investment Committee minutes from May 3, 2019, regarding the investments for the County and County Health Department's Health Care Retirement Vehicle, reviewing the recommendation to split the investments of the RHFV to allocate 25% to each of the following portfolios including current and future investments to: MERS Total Market Portfolio; MERS Capital Appreciation, large Cap Stock Index and Mid Cap Stock Index.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve the recommendation of the Investment Committee to changes the allocation to 25% to each of the following portfolios including current and future investments to: MERS Total Market Portfolio; MERS Capital Appreciation, Large Cap Stock Index and Mid Cap Stock Index. On a voice vote, the motion CARRIED.

Administration – Chippewa County and Northern Transitions – Recycling Program Agreement January 1, 2020 thru December 31, 2023.

The Committee briefly reviewed the request to renew the agreement between Chippewa County and Northern Transitions, Inc. to establish the Chippewa County Recycling Program – recycling Collection and Disposal Agreement to a term of four years.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie to table the item, until some additional questions could be addressed. On a voice vote, the motion CARRIED.

Administration – Administrator travel

The Committee reviewed a travel request from Administrator German to attend the MACAO conference in Thompsonville from May 21st thru 23rd.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the travel request for Administrator German to attend MACAO, in Thompsonville; May 21st thru May 23rd. On a voice vote, the motion CARRIED.

Administration – Release RFP for Chippewa County Animal Control Security System and Release RFP for three County Copiers

The Committee review the RFP's for a security system at the Animal Shelter and to purchase three new copiers.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the release of the RFP's for the Chippewa County Animal Control Security System and the RFP for three County copiers. 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 Shackleton, supported by Commissioner Egan, to recommend the approval of April bills and payroll as follow: the general claims totaling \$322,781.46, other fund claims \$3,776,926.69, payroll \$512,431.16, Health Department claims \$230,729.68 and Health Department payroll \$204,450.20 total claims \$5,047,319.19 and vouchers H-1 through H-313. On a voice vote, the motion CARRIED.

Finance – Budget Amendments

The Committee reviewed budget amendments for career development for Franci DeCoe, insurance claims and proceeds, additional flags, equipment repairs and a transfer of funds within the MIDC grant.

5/9/2018		Chippewa County				
		Budget Amendments				
Revenue			Original Budget	Amended Budget	Change	Description
101-000-676.885	General Fund	MMMRMA Proceeds	0.00	24,300.00	33,694.50	Totaled Vehicle Insurance Claim Claim 1900576 & 1900572
Expenditures						
101-230-957.000	General Fund	Support Coordinator - Education	0.00	1,200.00	1,200.00	Career Development - DeCoe
101-301-742.000	General Fund	Insurance Claim/Repairs	66,000.00	77,549.50	11,549.50	Claim 1900576 & 1900572
101-681-955.681	General Fund	Veteran's Affairs - Flags	2,000.00	3,000.00	1,000.00	Additional Flags
101-981-701.000	General Fund	Replacement Vehicle Insurance	65,000.00	90,543.00	25,543.00	Dodge Charger
215-000-727.000	Friend of the Court Speical	Supplies	0.00	324.00	324.00	Shredder Repairs
260-000-704.000	MIDC Grant	Salary	82,888.00	81,388.00	(1,500.00)	Transfer to Travel
260-000-860.000	MIDC Grant	Travel	0.00	1,500.00	1,500.00	Travel

It was moved by Commissioner Egan, supported by Commissioner McLean, to approve the budget amendments as presented. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner McLean brought up the upcoming UPACC meetings that he will be attending; and encouraged others to go, if possible. He also noted that the fall meeting will be held at the Bay Mills Casino and Resort in October. Commissioner Egan, spoke about the upcoming EUPTA appointment and a motion that was offered at the last EUPTA meeting that would cut Drummond Island ferry service in the winter, which did not pass – but caused a major alarm for Commissioner Egan, and those he represents on the Drummond Island.

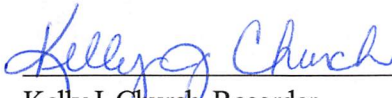
Chairperson's Comments

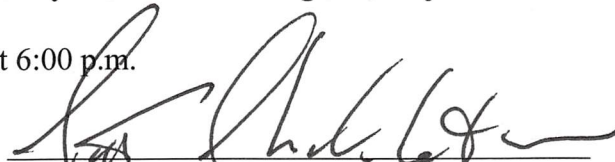
No additional comments.

Adjourn

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

Chairman Martin declared the meeting adjourned at 6:00 p.m.


 Kelly J. Church, Recorder


 Scott Shackleton, Chairman.