

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

December 18, 2018

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, December 18, 2018 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:03 p.m. with a quorum present.

MEMBERS PRESENT: Jim Martin, Don McLean, Robert Savoie and Conor Egan (5:06 p.m.)

MEMBERS ABSENT: Scott Shackleton

OTHERS PRESENT: Karen Senkus, Lana Forrest, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner Savoie, supported by Commissioner McLean, 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 a copy of the letter of support to the Hospice of EUP.

AGENDA ITEMS

Health Department - United Way of EUP Mini-Grant \$350.00

The Committee reviewed the United Way mini-grant awarded to the Chippewa County Health Department to help fund a health fair at the middle school in the amount of \$350.00

It was moved by Commissioner McLean, supported by Commissioner Savoie, to accept and authorize the \$350.00 mini-grant from United Way to help fund the middle school health fair. On a voice vote, the motion CARRIED.

Health Department – Medical Examiner Annual Insurance \$5,187.00

The Committee received and reviewed the quote provided through MMRMA's bidding process for the Medical Examiner's professional liability insurance in the amount of \$5,187, which includes the flat fee, policy fee and tax.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize the Medical Examiner's annual professional liability insurance with Admiral Insurance Company in the amount of \$5,187.00. On a voice vote, the motion CARRIED.

Health Department – Health Resources & Services Administration – Support and MOU

The Committee reviewed information regarding the CCHD being asked to provide support and to enter into a memorandum of understanding to participate in a regional application for federal funding which will address the opioid epidemic. CCHD is currently seeking approval to participate in the information gathering needed to apply for the grant, which is a one year planning grant. The planning grant is being offered through the Health Resources and Services Administration (HRSA) for FY19 Rural Communities Opioid Response Program-

Planning. The purpose of the RCORP Planning is to support treatment for and prevention of substance use disorder, including opioid use disorder, in rural counties at the highest risk for substance use disorder.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize the CCHD to participate and sign into a MOU with Health Resources and Services Administration (HRSA) to participate in the Rural Communities Opioid Response Program-Planning funding. On a voice vote, the motion CARRIED.

Pink Ribbon Request #18-11 - \$2,004.56

The Committee reviewed Pink Ribbon request #18-11 in the amount of \$2,004.56.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve Pink Ribbon #18-11 in the amount of \$2,004.56. On a voice vote, the motion CARRIED.

Information Systems – Server Quotes

The Committee reviewed quotes for a new 911 server, which is budget for the FY18 budget, Dell provided a quote that met specs with current model line-up priced at \$8,542.02; the other two quotes from ITC and MNJ did not meet specs or is a discontinued model.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize the purchase for one server for 911, from Dell in the amount of \$8,542.02, as quoted. On a voice vote, the motion CARRIED.

Surveyor – Remonumentation

The Committee reviewed Grant No. BCC 19-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2019 Grant Application to be submitted to the Office of Land Surveying and Remonumentation. The grant is from 1/1/2019 to 12/31/2019, in the amount of \$110,755.00 with Chippewa County contributing \$15,000 for a total FY2019 project amount of \$125,755.00. There are 53 new proposed corners to be completed this year

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize signatures for Grant No. BCC 19-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2019 Grant Application to be submitted to the Office of Land Surveying and Remonumentation. The grant is from 1/1/2019 to 12/31/2019, in the amount of \$110,755.00 with Chippewa County contributing \$15,000 for County Remonumentation. On a voice vote, the motion CARRIED.

Administration – AFLAC – Changes to Existing AFLAC Payroll Account

The Committee reviewed an AFLAC Account Acknowledgement; that will add the Health Department to the County's plan document and to change the wording for eligibility to exclude seasonal employees and employees working less than 20 hours per week.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize and approve the AFLAC Payroll Account Acknowledgement adding the Health Department and excluding seasonal and employees who work less than 20 per week. On a voice vote, the motion CARRIED.

Administration – MMRMA Claim 1804093 – Total Loss

The Committee reviewed documentation on the 2016 Dodge Charger total loss, which due to time constraints (November 30th response to MMRMA) and the difficulty in locating a replacement vehicle was previously authorized by Board Chairman Shackleton, to have MMRMA pay the full ACV value of \$24,300.00 and to sell

the salvage vehicle to the highest bidder. The County's purchasing policy will also be waived. The replacement vehicle with new and previous equipment installed will be \$27,343, a budget amendment for FY2019 has been requested.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize and approve MMRMA paying the County the full ACV of \$24,300; with MMRMA selling the totaled vehicle to the highest bidder and waiving the County's purchasing policy to get a replacement vehicle, as soon as possible. The vehicle price including new and prior equipment will be \$27,343. On a voice vote, the motion CARRIED.

**Administration – Chippewa County EDC – Letter of Understanding
Rental for Sheriff's Department storage and change utility**

The Committee reviewed the Letter of Understanding from Chippewa County EDC for the Sheriff's Department to have exclusive use of building #429 from January 1, 2019 through December 31, 2019 for the cost of \$400/month (\$4,800 annually); which is a \$1,200 per year increase and EDC also request the Cloverland Electric bill for this building be billed directly to the County.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to authorize the Letter of Understanding between the Chippewa County EDC and the Sheriff, to rent Building #429 for storage from 1-1-2019 to 12-31-2019, at the price of \$4,800; and to change the billing address for the Cloverland Electric bill for same building. On a voice vote, the motion CARRIED.

Administration – Jail Section A (old section) – Plumbing \$28,540

The Committee reviewed a plumbing estimate for Section A of the Chippewa County Correctional Facility; this a continuance of needed maintenance and replacement for needed facilities upgrades to plumbing as Section B is now completed. The higher cost is partially due to the price of the steel toilets being \$1,400 per toilet, six being needed for this section. This plumbing job would be charged to Special Fund 225; and the County purchasing policy would need to be waived. Discussion followed.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize and to waive the County purchasing policy, for the plumbing estimate provided by Cardinal Plumbing for Section A of the Chippewa County Correctional Facility in the amount of \$28,540.00. On a voice vote, the motion CARRIED.

Administration – Building Department rates with BS&A update

The Committee reviewed the building permit rates current (2013 ICC rates) and with utilizing the new BS&A software which will update the rates quarterly and automatically. Using the current ICC rate table will increase building permit fees by 3.9% (\$21.62) for 1200 square foot home and 3.51% (\$9.33) for 896 square foot garage. The Building Inspector would also ask that decks be added to Building Inspection Fees at the cost of a flat \$65.00. Discussion followed.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to authorize the Building Permits fees to follow the ICC rates, utilizing the BS&A software and to add decks to the fees listing at \$65.00. On a voice vote, the motion CARRIED.

**Administration – Probate Court and 50th Circuit Court – Family Division – Legal Services – FY2019 Contracts
Monica Lubiarez-Quigley; Charles J. Palmer and James Bias**

The Committee reviewed the budgeted legal services agreements between Chippewa County and individually with attorneys Monica Lubiarez-Quigley, Charles J. Palmer and James Bias; each agreement in the amount of \$39,847.00 annually; to provide representation through final disposition for indigent respondents on all assigned cases generated by the Courts.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the legal Services Agreements between Chippewa County and individually with attorneys Monica Lubiarz-Quigley, Charles J. Palmer and James Bias; each agreement in the amount of \$39,847.00 annually; to provide representation through final disposition for indigent respondents on all assigned cases generated by the Courts. On a voice vote, the motion CARRIED.

Administration – MMRMA 2019 Renewal (Net Asset Distribution/Renewal/Contribution)

The Committee reviewed the net asset distribution of \$45,308.00, which recommended to be returned to the County's loss fund and the proposed contribution for renewal of FY2019 for the County's Property and Liability Insurance including the Chippewa County Health Department. The County's outstanding reserves still exceed the minimum requirements of one and half times self-insured retention \$112,500.00 plus any known reserves (\$211,167.89 as of 9/30/18); due to this the underwriters have increase the County member loss fund contribution by \$50,000.00. Total premium for the year is \$254,647.00; with CCHD being responsible for \$72,158.00.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the net asset distribution of \$45,308 be returned for the County's loss fund and to approve the renewal and contribution breakdown as presented in the amount of \$254,647 to MMRMA for the County's FY2019 Property and Liability Insurance. 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 November bills and payroll as follow: the general claims totaling \$262,074.47, other fund claims \$639,436.15, payroll \$483,523.30, Health Department claims \$258,777.76 and Health Department payroll \$323,182.46 total claims \$1,966,994.14 and vouchers H-1 through H-288. On a voice vote, the motion CARRIED.

Finance – Budget Amendments for FY2018

The Committee reviewed the year end budget amendments.

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

Finance – Rescind Motion from March 8, 2018 re: Committed Funds from Fund Balance

The Committee reviewed their prior motion to commit 1.65 million from the general fund to be used for infrastructure issues, litigation and potential corrective audit issues, upon recommendation of Administration.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to rescind the motion dated March 8, 2018 referencing Committed Funds from Fund Balance. On a voice vote, the motion CARRIED.

Finance – Opting Out of the Requirements of PA 152 of 2011

The Committee was notified of the annual Opting Out Resolution being on the full Board agenda. No action needed.

CLOSED SESSION

It was moved by Commissioner McLean, supported by Commissioner Savoie, at 5:20 p.m. to move into closed session to discuss Union bargaining and contract negotiations. On a roll call vote 4-0, the motion CARRIED

Chairman Martin declared the closed session ending at 5:25 p.m.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to reconvene the Finance Committee meeting at 5:25 p.m. On a roll call vote 4-0, the motion CARRIED.

It was moved by Commissioner McLean, supported by Commissioner Egan, to accept and authorize signature for the TPOAM labor contracts as presented for the Circuit Court unit, the Probate Court unit and the Courthouse unit; and changing the TPOAM pay scale to a standard two decimal number, not the current four decimals; provided the Union agrees on the decimal change. On a voice vote, the motion CARRIED.

Committee Comments

Administrator German addressed the Committee regarding a County/City shared sculpture for the Ice Carnival. A brief group discussion on vaping also took place.

Chairperson's Comments

No additional comments.

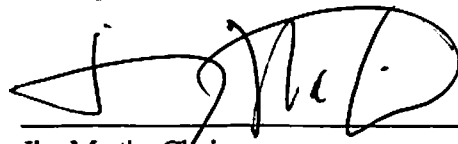
Adjourn

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

Chairman Martin declared the meeting adjourned at 5:33 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman.