

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

November 5, 2020

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, November 5, 2020 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was also available via Zoom.

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

**MEMBERS ABSENT:** Conor Egan

**OTHERS PRESENT:** Lana Steinhaus (via Zoom), Karen Senkus (via Zoom), Sharon Kennedy (via Zoom), Brian Bartlett (via Zoom), Suzanne Lieurance (via Zoom), Ashley Ball (via Zoom), M. Smith (via Zoom), Michelle Robbins (via Zoom), Erik Baron, ted Postula, Mike Bitnar, Greg Postma, Jim German and Kelly Church.

## Approval of the Agenda

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the agenda as amended, adding 3-d- a, b & c – courts hardware/software, U.S. Marshalls contract and COVID-19 action. On a voice vote, the motion CARRIED.

## Public Comment

None offered

## Correspondence and Informational Items

The Committee reviewed the Investment report, VISA billing, the Health Department's Healthcare First summary and the DTRF & MERS Reports.

## AGENDA ITEMS

### Central Dispatch – 2020 Emergency Management Performance Grant

The Committee review the FY2020 Emergency Management Performance Grant agreement, the agreement reimburses 34.83% of the OES Director salary. Documentation included the Grant Agreement, Subrecipient Risk Assessment Certification, Standard Assurances, Certifications regarding lobbying; debarment, etc., Audit Certification (EMD-053 and the County's W-9.

It was moved by Commissioner McLean, supported by Commission Martin, to approve and authorize the necessary documents for the FY2020 Emergency Management Performance Grant Agreement as presented. On a voice vote, the motion CARRIED.

### Sheriff Department – Jail and Booking Area

The Committee reviewed a proposal from Albert Heating & Cooling to eliminate a problem in the booking area; with Option 2 including to cool in low temperatures. The proposal also included a quote to furnish and install a new vent on the boiler chimney.

It was moved by Commissioner McLean, supported by Commissioner Martin, to approve the quotes from Albert Heating & Cooling as follows: Booking area -Option 2 in the amount of \$7,348.00 and Boiler Chimney Option 1 – in the amount of \$2,080.00. On a voice vote, the motion CARRIED.



**Administration – Policy 244 Holiday Pay for Part-Time Employees – Effective November 12, 2020**

The Committee reviewed the draft policy 244 – Holiday pay for Part-time Employees. This policy was brought forward to help with maintaining staffing and scheduling in several departments of the County including Dispatchers, Corrections Officers, Animal Control, Health Department and Cooks.

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve and Authorize Policy 244 - Holiday Pay for Part-Time Employees – effective November 12, 2020. On a voice vote, the motion CARRIED.**

**Administration – MiSAIL Intergovernmental Agreement for Data Exchange between Chippewa County and DTMB**

The Committee reviewed a request to enter into an Agreement with the State of Michigan’s Department of Technology, Management and Budget for the purpose of making Geographic Information System (GIS) data and digital orthoimagery data (Imagery) owned and maintained by the respective Parties available to both Parties, without fee or cost.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize the Intergovernmental Agreement for Data Exchange Between Chippewa County and DTMB, as presented. On a voice vote, the motion CARRIED.**

**Administration – MERS Addendums**

The Committee reviewed the Defined Benefit Plan Adoption Agreement Addendums and the Hybrid Plan Adoption Agreement Addendums for the County, the Health Department and the Chippewa County EDC. This task was established by MERS, as an audit to conform the correct eligibility and provisions to all of the County’s divisions, which include: 17030101 – County AFSCME – Closed; 17030102 – County Corrections – Closed; 17030116 – General Non-Un Dispatch >5/1/10 – Closed; 17030120 – Chippewa Sheriff Road – Closed; 170301HA – County Sheriff Road after 5/1/10; 170301HB – County Corrections after 5/1/10; 170301HC – County, Non-Union, Dispatch after 5/1/10; 170301HF – County ASFCME after 4/1/12; 17030211 – Health Department – Closed; 17030215 – Health Department Non-Union – Closed; 170302HD – Health Department Teamsters after 4/1/11; 170302HE – Health Department Non-Union after 4/1/11; 17030517- EDC General after 12/1/13 and 17030513 – EDC General – Closed. Each entity reviewed the documents with MERS prior to submission to the Finance Committee.

**It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve and authorize the MERS Addendums as presented for Chippewa County divisions as listed above. On a voice vote, the motion CARRIED.**

**Administration – Courts Hardware-Software Request from Coronavirus Emergency Supplemental Funding (CESF) Grant**

The Committee review quotes for six (6) laptops, three (3) Surface Pros and ten (10) MS Office licenses. Quotes were received from Sehi, Insight and Yeo & Yeo. These expenses will be reimbursed.

**It was moved by Commissioner McLean, supported by Commissioner Martin, to approve and authorize the low bids, as follows: six (6) laptops from Sehi, price not to exceed \$3,786.00; three (3) Surface Pros from Sehi, price not to exceed \$3,991.50 and ten (10) MS Office licenses from Insight, price not to exceed \$2,093.00. On a voice vote, the motion CARRIED.**

**Administration – Authorization for Sheriff to sign U.S. Marshalls Service contract renewal**

The Committee was asked to authorize Sheriff Michael Bitnar to sign the renewed U.S. Marshall Services contract for housing inmates, as amended and renegotiated.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to authorize and approve Sheriff Michael Bitnar signature on the renegotiated U.S. Marshall Services Agreement. On a voice vote, the motion CARRIED.

**Administration – COVID-19 Action**

The Committee discussed COVID-19 recent up swing and precautions to take. The discussion was to close the County Buildings except for by appointment and/or court hearing; with all services, be available to constituents; with no change to staff; as all are deemed essential.

It was moved by Commissioner McLean, supported by Commissioner Martin, to make all access to all County Buildings by appointment and/or by court hearing ONLY and to authorize Administrator German and Health Officer Senkus to review and lift limited access to the buildings when suitable. On a voice vote, the motion CARRIED.

**Finance - Claims and Accounts**

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to recommend the approval of October County bills and payroll: general claims \$493,750.30 other fund claims \$3,419,706.97, payroll \$562,161.92, and Health Department claims \$268,957.52 and payroll \$200,825.99. total claims \$4,945,402.70. On a voice vote, the motion CARRIED.

**Committee Comments**

Administrator German updated the Committee regarding lawsuits, roofing issues at the County Building and security at the Health Department was discussed briefly.

**Chairman Comments**

Chairman Savoie had no additional comments.

**Adjourn**

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

Chairman McLean declared the meeting adjourned at 4:53 p.m.

  
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Kelly J. Church, Recorder

  
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Robert Savoie, Chairman.