

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

November 12, 2019

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, November 12, 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, Conor Egan and Robert Savoie

MEMBERS ABSENT: None

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

Additions / Deletions to the Agenda

It was moved by Commissioner Savoie, supported by Commissioner Egan, to add item 6-5-c jail diversion contract. On a voice vote, the motion CARRIED.

Approval of the Agenda

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the agenda as amended. On a voice vote, the motion CARRIED.

Public Comment

No public comment was offered.

Correspondence and Informational Items

The Committee reviewed the Treasurer's investment reports, the monthly travel report, and the Health Department's Healthcare First summary, the VISA billing, and the quarterly DTRF/RHFV report.

AGENDA ITEMS

Health Department – Pink Ribbon

The committee reviewed request #3 to release funds from the Pink Ribbon Fund in the amount of \$3,202.69.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize Pink Ribbon Fund #3 payment in the amount of \$3,202.69. On a voice vote, the motion CARRIED.

Health Department – Policies Approval

- SHACC Advisory Board
- Brimley Clinic Advisory Board
- Reporting Abuse and Neglect
- SHACC Clinical Records

The Committee reviewed the policies; that needed to be updated to include reporting online; some language clean-up and updating the release of information request for non-custodial parents.

It was moved by Commissioner Savoie, supported by Commissioner McLean; to approve and authorize the changes to policies as presented for 7.01.025 SHACC Advisory Board; 7.01.063 Brimley Clinic Advisory Board; 4.01.001 Reporting Abuse and Neglect and 7.01.011 SHACC Clinical Records. On a voice vote, the motion CARRIED.

Health Department – DSTech Purchase & Waive Purchasing Policy \$13,808.51

The Health Department requested a replacement server; that was approved in the HD FY2020 budget at the cost of \$13,808.51; and sought waiving of the County purchasing policy; because of licensing with DSTech.

It was moved by Commissioner McLean, supported by Commissioner Shackleton to purchase 1 PowerEdge R440 Fully Configurable Server with two additional hard drives at a cost not to exceed \$13,808.51 from DSTech and to waive the County purchasing policy because of licensing. On a voice vote, the motion CARRIED.

Health Department – Write-off's per policy bad debt

- **Public Health \$490.67**
- **Environmental Health \$25.00**
- **SHACC and Dental \$570.00**
- **Home Health and Hospice \$8,641.69**

The Committee reviewed the annual write-offs for the Health Department; these write-offs are for services provided through 9/30/2018 (more than 365 days old).

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the Chippewa County Health Department write-offs for services provided through 9/30/2018 as follows: Public Health \$490.67; Environmental Health \$25.00; SHACC and Dental \$570.00 and Home Health and Hospice \$8,641.69. On a voice vote, the motion CARRIED.

Health Department – MERS Hybrid HE and DB 15 – 160 hours/month for credit (new hires only)

The Committee reviewed the MERS Hybrid Plan Adoption Agreement and the Defined Benefit Plan Adoption Agreement for the Hybrid HE and DB 15; which will change the number of hours needed per month to meet criteria for the month of credit. This will be for new hires only.

It was moved by Commissioner Egan, supported by Commissioner McLean, to authorization and approve the MERS Hybrid Plan Adoption Agreement for 1703-HE and Defined Benefit Plan Adoption Agreement 1703-15. On a voice vote, the motion CARRIED.

Office of Emergency Services – Radio Programming for Snowmobile Trail Groomers \$3,740 to be reimbursed by Michigan DNR

The Committee reviewed a letter from OES/Central Dispatch Director Robbins regarding getting eleven (11) donated Motorola APX 2500 portable radios, that she would like to have programmed and utilized by the five snowmobile clubs that groom trails in Chippewa County. The cost for programming and a charger is approximately \$90 each (\$3,740 total) and the costs would be fully reimbursed by the Michigan DNR as part of their snowmobiling program; the radios would remain property of Chippewa County. This project would help with communication not only for the operators, but also with central dispatch and potentially first responders.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the request to program eleven (11) Motorola APX 2500 portable radios with a charger, to be dispersed to the local grooming clubs; at a cost of approximately \$3,740 which will be reimbursed by the Michigan DNR. On a voice vote, the motion CARRIED.

Sheriff Department – HVAC Annual Maintenance Agreement - \$3,248.00

The Committee reviewed the HVAC Annual Maintenance Agreement for the Chippewa County Correctional Facility in the amount of \$3,428.00. This is the second year of this agreement which saves the County money; each time Albert Heating & Cooling is called for the various repairs and problems.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve the HVAC Annual Maintenance Agreement in the amount of \$3,428 with Albert Heating & Cooling for the Chippewa County Correctional Facility. On a voice vote, the motion CARRIED.

Information Systems – Faxing Resolution for VOIP not processing fax transmissions

- **Install cost \$99 with Spectrum**
- **Cabling cost \$1,604 with DSTech**
- **Monthly charges 17 departments @ \$29.99/month**

Phone System Upgrade \$4,400; waive purchase policy

The Committee was updated on a needed change with the current VOIP phone lines for facsimile transmission and a needed upgrade on the Zultys MX-V Server, as new updates and patches will not be offered on our 30 series phones. The faxing change will cost approximately \$1,703 plus \$29.99 monthly for the various departments and the Phone Upgrade will cost \$4,400; is was also request to waive the quote requirement of the County purchasing policy; so that the project can be completed prior to year-end.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the faxing resolution project with \$99.00 to Spectrum, \$1,604 to DSTech for cabling and \$29.99 monthly fees to the various offices and to approve the phone system upgrade in the amount of \$4,400 with DSTech, waiving the County's purchasing policy. On a voice vote, the motion CARRIED.

Administration – RxReins Stop Loss Renewal for Prescription \$15,750.00

The Committee reviewed the stop loss renewal proposal from 44North, with regards to the County prescription coverage; this insurance helps insure against any high cost Rx from exceeding our expected costs. The stop loss will start at \$431,971 for FY20; which is an amount we should not reach based on trend. The annual premium is \$15,750.00

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve and authorize the RxReins Stop Loss renewal for FY2020 Prescription coverage in the amount of \$15,750.00 through 44North. On a voice vote, the motion CARRIED.

Administration – Travel to Marquette

The Committee reviewed a no charge travel for Administrator German.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve Administrator German's travel to Marquette for UP RC&D, on December 5th & 6th, 2019. On a voice vote, the motion CARRIED.

Administration – Jail Diversion Agreement

The Committee reviewed the agreement between Hiawatha Behavioral Health and Chippewa County to effectively utilize available mental health and community resources when deemed appropriate as an alternative to incarceration.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the updated letter of agreement between Hiawatha Behavioral Health and Chippewa County, regarding the jail diversion agreement. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts

Millage Report Updated

Financial Hardship Policy Update

The Committee reviewed the bills and payroll presented for approval; it reviewed the updated millage report following the November 5th elections and the updated Policy 412 – Financial Hardship Extension of Foreclosure under Act 123 of 1999.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to recommend the approval of October bills and payroll as follows: the general claims totaling \$672,490.68, other fund claims \$1,686,541.50 payroll \$489,171.64, Health Department claims \$274,457.32 and Health Department payroll \$184,310.03, total claims \$3,306,971.17 and vouchers H-1 through H-266.

And to approve the updated 2019 Millage Report as presented.

And to approve Policy 412 Financial Hardship Policy – Extension of Foreclosure as presented. On a voice vote, the motion CARRIED.

Committee and Chairman Comments

Administrator German briefly discussed Chippewa County Health Department's Home Health and Hospice programming and asking to explore options with WMH. Commissioner McLean asked for clarification on the DTRF/RHFV report.

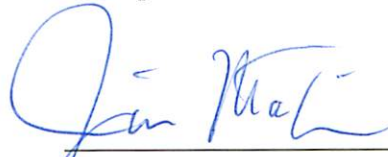
Adjourn

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

Chairman Martin declared the meeting adjourned at 5:05 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman.