

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

March 9, 2017

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, March 9, 2017 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:30 p.m. with a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Jim German, Karen Senkus, Lana Forrest, Kathy Cairns, Jenny Pierce, Suzanne Lieurance 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 report, the monthly travel report, the monthly Visa billing statement and new reports from the Health Departments billing systems.

AGENDA ITEMS

Chippewa County Bid Summaries

Sheriff Department – Ford Utility Police Interceptor

The Committee received and reviewed the one bid to purchase (1) new Ford Utility Police Interceptor full-size 4x4 patrol unit for \$30,612. The bid from Soo Motors Inc., met bid specifications, with an 8 to 10 week delivery with fleet pricing.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the purchase of (1) new Ford Utility Police Interceptor from Soo Motors Inc., for \$30,612. On a voice vote, the motion CARRIED.

Sheriff Department – Dodge Charger

The Committee received and reviewed the one bid to purchase (1) new Dodge Charger patrol unit for \$19,665 including (2) trade-ins (2 – 2010 Dodge Chargers vin. #7861 and #7860). The bid from O'Connor Chrysler Dodge Jeep Ram met bid specifications, with a 6 to 8 week delivery with fleet pricing, less the trade-in values of \$2,600 per vehicle. Base price before trade-ins \$24,915.

It was moved by Commissioner Savoie, supported by Commissioner Mclean, to approve the purchase of (1) new Dodge Charger Patrol Unit from O'Connor Chrysler Dodge Jeep Ram for net price of \$19,665; including the trade-ins of (2) 2010 Dodge Chargers with trade-in values of \$2,600 each. On a voice vote the motion CARRIED.

Central Dispatch and Animal Shelter – V-6 Mid-size AWD SUV's

The Committee received and reviewed four bids that all met specifications to purchase (2) new V-6 Mid-size AWD SUV's for Central Dispatch/Emergency Services and for Animal Control, a breakdown of towing capacity, cargo area sizes, warranty and engine sizes was also provided. Administrator German recommended to the Committee that the Grand Cherokee Laredo be chosen, based on the information and needs of the two Departments. The bid from O'Connor Chrysler Dodge Jeep Ram base price for (2) Grand Cherokee Laredo's was \$57,500 before trading in (2) 2007 Ford F-150's (vin #0248 and #0247), valued at \$2,900 per vehicle. Total due less trades will be \$51,700 or \$25,850 per vehicle. These vehicles have a 6 to 8 week delivery and included fleet pricing.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the purchase of (2) new Grand Cherokee Laredo's from O'Connor Chrysler Dodge Jeep Ram for net price of \$51,700; including the trade-ins of (2) 2007 Ford F-150's with trade-in values of \$2,900 each. On a voice vote, the motion CARRIED.

Administration

AT&T Completelink 2.0

The Committee received a copy of the AT&T Contract for renewal, for standard services publication rates and terms, which is a two-year discount program for the County's phone services.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the AT&T Completelink 2.0 contract for two-years, to maintain the County's discount program for phone services. On a voice vote, the motion CARRIED.

PC Specialist – Grade 12 Permanent change

Administrator German recommended a permanent change in the Grade level 12 for PC Specialist Jenny Pierce, based on the past three month trial period and the savings of 1FTE at the Health Department and with an approximate net savings of \$100,000. The Committee thanked Ms. Pierce for taking the lead in merging the Health Department duties to be covered with our current Information Systems Department. It was noted that this Grade change might be changed back in the future, based on the needs of the departments.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve Administrator's recommendation to change the PC Specialist position to Grade 12. On a voice vote, the motion CARRIED.

MERS – Definition of Day changes

Defined Benefit divisions 01 & 16 – 160 hours per month

Hybrid division HF – 160 hours per month

The Committee was advised of the need to further update the Definition of the Day with MERS for both the defined benefit divisions 01 & 16, and the hybrid division HF – to 160 hours per month required to earn one month's credit. No action was taken as there will be resolutions for both on the Regular meeting agenda.

Drug Court – Service Contract

Redwood Toxicology

The Committee reviewed a contract between Chippewa County 50th Circuit Court – Drug Court and Redwood Toxicology, an independent contractor who performs drug screening for the Drug Court program.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Independent Contractor Agreement between Chippewa County 50th Circuit Court – Drug Court and Redwood Toxicology to perform drug screening from October 1, 2016 to September 30, 2017, as presented. On a voice vote, the motion CARRIED.

Emergency Management

FY2016 Operation Stonegarden

LEPC Grant

The Committee received and reviewed the FY2016 Homeland Security Grant Program Operation Stonegarden Grant Agreement running from September 1, 2016 to July 31, 2019, in the amount of \$60,276, which provides funding that will be utilized to increase operational capabilities of law enforcement.

The FY2016-17 Hazardous Materials Emergency Preparedness Planning Program Grant Agreement running from September 1, 2016 to September 30, 2017, in the amount of \$1,340, with a \$335 County match, which provides financial assistance to first responders (fire, law enforcement, emergency medical services, etc.) for allowable costs. These funds will be utilized for the Local Emergency Planning Committee (LEPC).

It was moved by Commissioner Egan, supported by Commissioner Savoie, to accept, approve and authorize the FY2016 Homeland Security Grant Program Operation Stonegarden, grant amount \$60,276 and FY2016-17 Hazardous Materials Emergency Preparedness Planning Grant in the amount of \$1,340 with a match of \$335. The approval includes grant agreements, certifications regarding lobbying, standard assurances and audit certifications. On a voice vote, the motion CARRIED.

Information Systems

Supreme Court Video Project Upgrade

Electrical Work needed in Circuit and Probate Courtrooms

The Committee received notice that the State of Michigan will be updating the Courts video technology, there is no cost for equipment upgrade, except for the required electrical needs and to place backer boards in both the Probate and Circuit Courtrooms. Roy Electric has quoted the electrical work at \$1,325.00. The backer boards project is still being figured out, because of the recently install sound enhancement in the Circuit Courtroom.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Supreme Courts – Technology Upgrades for the Circuit, District and Probate Courtrooms and to authorize the proposal from Roy Electric in the amount of \$1325.00 to extend the electrical and provide raceway for the TV's in both Circuit and Probate Court. On a voice vote, the motion CARRIED.

Animal Control – Sailboat Donation and broker

The Committee reviewed a request from Animal Shelter Manager Holly Henderson to accept a donation of a sailboat from Thomas Guy, and to have broker Tom Trautman, with Irish Boat Shop in Harbor Springs sell the sailboat, for a 10% commission. The sailboat is tentatively valued at \$15,000; proceed after commission to be a donation to the Animal Shelter. The sailboat will be returned at the end of 2017 summer to the owner, if not sold.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize the Chippewa County Animal Shelter to receive a donation of a sailboat, and authorize boat broker, Irish Boat Shop to sell the sailboat with a 10% commission, and net proceeds of the sales to the CCACS donations fund. On a voice vote, the motion CARRIED.

Health Department

Hospice Policy

Home Health & Hospice Policy 8.03.005 – clarification #9, under Admission Criteria

The Committee reviewed a new uninsured hospice client policy, which establishes standards and a process by which a patient without insurance can be evaluated and accepted for admission into hospice care. The Committee was asked to clarify Home Health & Hospice 8.03.005; under Admission Criteria #9 – Patients who are without insurance must reside in Chippewa County for a minimum of six months.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve the new Hospice Policy for Uninsured clients – to establish standards and a process by which a patient without insurance can be evaluated and accepted for admission into hospice care; and to clarify Policy 8.03.005, Admission Criteria #9 - to clarify the residency requirement of six months, is for patients who are without insurance. On a voice vote, the motion CARRIED.

Environmental Health

On-site Sewage Disposal Program: Septic Installer Continuing Education Policy (Rescind)

Low Risk Temporary Food Policy: change fee structure from \$74.00 to \$30.00 without onsite visit

The Committee received recommendations from the Health Officer and the Environmental Health Supervisor, the Committee was asked to rescind the On-site Sewage Disposal Program: Septic Installer Continuing Education Policy: as installers are required to be registered and have current licensure, per the Superior Code; the continuing education credits (CEC) has been an additional requirement placed upon local installers by CCHD, the Septic Conference is a costly event to host, with regards to staff time to plan and host.

The Committee also reviewed the Low Risk Temporary Food Policy, following Michigan Food Law as amended by Act 142 of PA2015, effective January 11, 2016, to allow temporary food establishments (TFE) licenses to be issued without an on-site inspection if they are determined by the local health department to be serving only low risk food. Changing the policy to allow for these low risk TFE's would be a cost savings not only for the consumers but also to CCHD. Based on FY16 licenses the estimated savings would have been 8 to 11 hours of staff time and up to 300 miles in travel. The CCHD proposed the new temporary food license for low risk, office consultation at \$30.00, the cost reflects a half hour of sanitarian hourly rate for the time needed for reviewing, conducting the office consultation and issuing the temporary food license.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve as recommended to rescind the On-Site Sewage Disposal Program: Septic Installer Continuing Education Policy, effective March 13, 2017; and to amend the Low Risk Temporary Food Policy to include, to allow temporary food establishments (TFE) licenses to be issued without an on-site inspection if they are determined by the local health department at a cost of \$30.00. On a voice vote, the motion CARRIED.

Organ and Tissue Procurement Agreement between the Gift of Life Michigan and Eversight Michigan and Chippewa County

The Committee reviewed the contract Organ and Tissue Procurement Agreement between the Gift of Life Michigan and Eversight Michigan and Chippewa County; the recital appoints the medical examiner to enter into an agreement with Gift of Life and Eversight Michigan that coordinate the recovery and allocation of anatomical donation opportunities that are identified by medical examiners. The parties enter into Agreement pursuant to P.A. 176, to provide a single, coordinated organ and tissue recovery program to support all the organ transplantation programs that serve residents of Michigan.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve Organ and Tissue Procurement Agreement between the Gift of Life Michigan and Eversight Michigan and Chippewa County, as presented. On a voice vote, the motion CARRIED.

2% Funding Request – EUP Hospice Services

The Committee reviewed and discussed 2% Funding Request received in the amount of \$10,000 for cycle of Sault Ste. Marie Tribe of Chippewa Indians gaming revenue. The monies will be used to provide sufficient revenue to allow Hospice of the EUP to pay for their many services.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the 2% Funding Request from the Chippewa County Health Department for the Hospice of the EUP, to request \$10,000.00 from the current Sault Ste. Marie Tribe of Chippewa Indians 2% Gaming Funding cycle. On a voice vote, the motion was 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 February bills and payroll as follow: the general claims totaling \$199,809.31, other fund claims \$495,479.17, payroll \$452,353.54, Health Department claims \$280,506.05 and Health Department payroll \$236,285.84; total claims \$1,664,433.91 and vouchers H-1 through H-268. On a voice vote, the motion CARRIED.

Health Department – Write-off \$41,472.85

The Committee was asked to approve a write-off in the amount of \$41,472.85 from November 2013 through September 2014 from Medicare Plus Blue insurance, any recoveries from this write-off will be treated as a recovery of bad debt. The Health Department also received \$40,585.85 of the home health & hospice write-offs posted for FY2016 have been recovered through 2/28/2017.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize the write-off of \$41,472.85 from claims dating back from November 2013 through September 2014 from Medicare Plus Blue insurance. On a voice vote, the motion CARRIED.

Committee/Chairperson Comments

There were no additional comments.

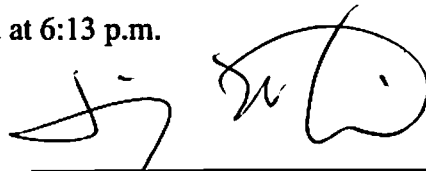
Adjourn

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

Chairman Martin declared the meeting adjourned at 6:13 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman