

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

August 10, 2017

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, August 10, 2017 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 2:00 p.m. with a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Lana Forrest, Christine Lundquist, Jim German, Karen Senkus, Tracey Holt, Kathy Cairns, Chuck Leonhardt 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, the quarterly MERS – Retiree Health Funding Vehicle reports, reports from the Health Departments billing systems (Carefacts and Health Care First), the DTRF quarterly report, a letter showing the approval of the deficit elimination plan and the Fy2018 budget calendar.

AGENDA ITEMS

Health Department FY2017-2018 Budget

Chuck Leonhardt reviewed the Chippewa County Health Department budget for FY17-18; the budget has been broken down by component units, and displayed similar layout to the Audit, with the three history with the projected 2017-18 request. This reviews objective was to get the Committee the budget information, and to provide direction in order to balance the current \$254,195 budget deficit. MR. Leonhardt provided several options; a balanced budget will be provided to the Finance Committee in September for its final approval. Items also discussed were nursing shortages, job duties and positions and job retention for part-time personnel.

Health Department Grants, Licenses and Contracts

The Committee reviewed the Michigan Department of Health and Human Services award letter for FY2018 Sault Health Adolescent Care Center grant award for \$195,000.00.

It was moved by Commissioner Shackleton, supported by Commissioner Mclean, to approve and authorize the FY2018 grant award of \$195,000, for the Sault Health Adolescent Care Center (SHACC) from the Michigan Department of Health and Human Services (MDHHS). On a voice vote, the motion CARRIED.

Health Department - License Agreement – Possibilities for Change, LLC

The Committee reviewed the license agreement which is an assessment tool used at the SHACC, per grant guidelines students must be assessed for risk factors, this tool has been used for several years. The renewal fees are being waived for two-years, as the SHACC will be a pilot site for implementing a new portion of the assessments.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the license agreement between the Chippewa County Health Department and Possibilities for Change, LLC, for a two-year no fee agreement, based CCHD being the pilot site for implementing a new portion of the assessments. On a voice vote, the motion CARRIED.

Health Department - Cross Jurisdictional Sharing of Services FY17 - \$16,000.00

The Committee reviewed the letter from Western Upper Peninsula Health Department regarding the distribution for FY2017 Cross Jurisdictional Sharing of Services funding; with Chippewa County is eligible to receive a total of \$16,000, funding can be sought for quality improvement and leadership, Superior Environmental Health Code revision and On-going Cross Jurisdictional projects once project reports that support work performed or committed to in compliance with the grant requirements.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize receiving Cross Jurisdictional Sharing of Services funding for FY2017 in the amount of \$16,000 for On-going projects, Superior Environmental Health Code revisions and for Quality Improvement and Leadership training and programs. On a voice vote, the motion CARRIED.

FY17-18 Contracts with Health Department

The Committee reviewed a listing of contracts and agreements for the Health Department FY18, which included a breakdown of the contracted party, the program utilizing the services, the service provided and the cost of the services provided with a brief description of the services. These items have all been included in the proposed FY18 budget.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the contracts as listed for the Health Department's FY18. On a voice vote, the motion CARRIED.

Health Department - Release RFQ – Cost Reporting Preparation

The Committee reviewed the RFQ to be released, seeking quotes for the Health Department's Cost Report Preparation.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the release of the RFQ for the Health Department's Cost Reporting Preparation. On a voice vote, the motion CARRIED.

Health Department - Albert Heating and Cooling via Community Action - \$16,369

The Committee reviewed and was updated on repairs and maintenance for the Health Department section of the of the Condominium unit per the Master Deed; Community Action Agency has been made aware of the procurement policies that must be followed, unless it is an emergency. The County purchasing policy will need to be waived for the replacement of the compressor in the amount of \$9,770.00.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the bills from Albert Heating and Cooling for the repairs, maintenance and replacement of the compressor of \$16,369; and to waive the County's purchasing policy; due to the miscommunication between the County and Community Action Agency regarding this project. On a voice vote, the motion CARRIED.

Sheriff Department – building #234 Lease with EDC - \$3,600.00

The Committee reviewed a letter of understanding between the Chippewa County Sheriff's Department and Economic Development Corporation of Chippewa County to continue to lease approximately 10,800 square feet for storage purposes; at the rate of \$300 per month for the period January 1, 2018 to December 31, 2018, which is the same rate as the prior year.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the Letter of Understanding between the Chippewa County Sheriff's Department and the EDC of Chippewa County to continue the lease of building #234 for storage. On a voice vote, the motion CARRIED.

Veterans Affairs – VCAT Outreach mini-grant Award - \$1,448.00

The Committee reviewed the application and award notice received by Veterans Counselor Jaci Haske, awarding the department with \$1,448 to purchase pamphlets, name tags, flyers, a banner, and a table and chairs to be used for Community outreach.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to accept, authorize and establish a budget for the VCAT Outreach Mini-Grant award in the amount of \$1,448 to purchase items to be used for Community outreach. On a voice vote, the motion CARRIED.

Administration – Tax Tribunal and Appeal and Joint Defense Agreement (Cascade X)

The Committee reviewed the Tax Tribunal and Appeal Joint Defense Agreement Confidential Attorney Client document for the dispute with Cascade X, LLC. The County's portion being 32% until the EUPISD cap is met and 33% thereafter. Discussion followed.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the Tax Tribunal and Appeal Joint defense Agreement Confidential Attorney Client Document as presented for the dispute with CASCADE X, LLC. On a voice vote, the motion CARRIED.

Administration – Short-term, Long-term and Life Insurance renewal via 44North

The Committee reviewed the renewal for the County's short-term, long-term and life insurance coverage; 44North sought out quotes as our third-party administrator. Lincoln Financial Group via Michigan Association of Counties quote came in with a better renewal than our current provider The Standard. Six other companies declined to quote due to the nature of business and uncompetitive rates.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the quote from Lincoln Financial Group, for a two-year contract for County employees short-term, long-term and life insurance, based on the renewal quote provided by 44North. On a voice vote, the motion CARRIED.

Administration – Bid Summary

Copy Machines (Administrator & Central Dispatch)

The Committee reviewed the bid summary for the purchase and 5-year maintenance contract for copiers for Administration and Central Dispatch, two quotes were received and both met bid specs.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the low bid from National Officer Products for the purchase and 5-year maintenance contract of two Konica Minolta Bizhub 368 Copier/Printer/Scanner/Fax machines at the purchase price of \$7,786.88; maintenance will be billed annually. On a voice vote, the motion CARRIED.

4G LTE Modems (Revise & Release)

The Committee was updated that the first RFP did not include installation and that no bids were received, due to the installation and the Committee was asked to release the updated RFP.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the re-release of the RFP's 4G LTE Modems (Law Enforcement), which excludes the installation. On a voice vote, the motion CARRIED.

Administration – Xerox Copier Machine – lease ending December 2017

The Committee was updated on the two main copier machines that are currently lease through Xerox, and those leases will be ending December 2017; which was not considered during the FY16 budget, as Deputy Administrator Church's replacement copier schedule was not accurate. The Committee was asked to approve replacing only one of these copiers with similar capabilities and one similar those that was purchased for Central Dispatch; as the other large copier located in the Public Defender's Office was previously utilized by all the offices located in the Courthouse Annex. This will be a monthly cost savings of approximately \$130 for the lease, as well as, monthly use charges of approximately \$90. This request would need to have a budget amendment once we have the cost of the larger capacity copier, and the option of purchasing or leasing.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the request to eliminate one of the large capacity copiers, with one similar to the bid summary previously approved above and to seek the lease or purchase of one large capacity copier in the Courthouse, with a budget amendment authorized when the replacements are approved. On a voice vote, the motion CARRIED.

Administration – Audit Services – 2017 & 2018 Anderson, Tackman & Co. - \$28,000 per year

The Committee reviewed the Audit Services bid summary from September 2016, and based on the agreed upon cancellation of Gabridge & Co. contract; and contact with Anderson, Tackman & Company, the Committee was asked to authorize Anderson, Tackman & Company for FY17 & 18 Audit Services at the cost of \$28,000.00 per year.

It was moved by Commissioner McLean, supported by Commissioners Egan, to authorize and approve Anderson, Tackman & Company to provide Audit Services for FY17 and FY18 at the annual price of \$28,000.00. On a voice vote, the motion CARRIED.

Administration – Small Cities – CDBG (MSHDA) - Update

The Committee was updated on the balance of the current program income left in the program which is \$14,527.88, the Committee was asked to authorize these funds continue to be utilized for projects that are not in the targeted area, and the third party administrator would like it disclosed that one of these projects is an employee of the CLMCAA. In addition, \$146,934 in grant funds needs to be expended by 12/31/2017 in the targeted area.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve and authorize utilizing the \$14,527.88 of program income for projects outside the targeted area, and approving the employee of CLMCAA project and acknowledge the \$146,934 grant funds for the targeted area of Sault Ste. Marie needs to be expending prior to December 31, 2017. On a voice vote, the motion CARRIED.

Administration – MERS 2017 Officer Delegation Certification form

The Committee was asked to authorize the 2017 Officer Delegate Certification, if Administration is able to attend the MERS Conference September 21 – 22, 2017 in Detroit.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize Administration request for the MERS Officer Delegation Certification form. On a voice vote, the motion CARRIED.

Administration – Chippewa County Child Care Budget Summary

The Committee received and reviewed the Chippewa County Child Care Budget Summary (DHS-2091) for October 1, 2017 through September 30, 2018, which is due to the State of Michigan by August 15, 2017. This is an annual process.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the Chippewa County Child Care budget as presented for October 1, 2017 through September 30, 2018 period. 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 Savoie, supported by Commissioner McLean, to recommend the approval of July bills and payroll as follow: the general claims totaling \$268,271.76, other fund claims \$441,235.86, payroll \$464,342.45, Health Department claims \$271,234.40 and Health Department payroll \$106,508.33; total claims \$1,551,592.80 and vouchers H-1 through H-324. On a voice vote, the motion CARRIED.

Audit Amendments – Fund 281

The Committee was asked to authorize the budget for Fund 281, as it was missed previously when the fund was authorized.

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the budget for Fund 281 as follows:

Revenue	Expenditures
281-000-507.000 - \$8,203.00	281-000-706.000 - \$1,200.00
	281-000-715.000 - \$300.00
	281-000-979.000 - \$6,703.00

On a voice vote, the motion was CARRIED.

CLOSED SESSION

It was moved by Commissioner Savoie, supported by Commissioner Egan, at 3:36 p.m. to move into closed session to discuss labor negotiation strategy. On a roll call vote 5-0, the motion CARRIED

Chairman Martin declared the closed session ending at 4:13 p.m.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to reconvene the Finance Committee meeting at 4:13 p.m. On a roll call vote 5-0, the motion CARRIED.

Committee/Chairperson Comments

Commissioners Shackleton and Savoie discussed changing of the a couple future meetings, including the week for budget meetings and the November Finance and Regular Board, due to scheduling conflicts. The new prosed times will be brought to the full Board on Monday. Commissioner McLean would like someone to attend the MAC conference, as it is vital to keep those connections open and get the most up-to-date information, and he feels that staying on the island is more beneficial than driving back and forth. Commissioner Savoie commented that it was a good meeting, with a lot of important issues discussed.


Adjourn

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

Chairman Martin declared the meeting adjourned at 4:20 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman