

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

December 17, 2019

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, December 17, 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 and Robert Savoie

**MEMBERS ABSENT:** Conor Egan

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

## Approval of the Agenda

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the amended December 17<sup>th</sup> agenda as presented. 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, the VISA billing, the Health Department's Healthcare First summary, 44North Prescription Savings and the Child Care Fund Program Review report from 10/1/2018 to 9/30/2019.

## AGENDA ITEMS

### Health Department

Home Health Nurse start at 6-month rate \$22.81 Non-Union

Home Health On-call Nurse (Proposal)

Part-time Health Educator to Full-time

Fees

Personal and Family Health Fees

Environmental Health Fees

FY2020 Prevention Contract NorthCare Network and CCHD

MOU NorthCare Network and CCHD – Safe X-Change \$32,400.00

Cross Jurisdictional Sharing of Services funding \$2,000.00

Pink Ribbon #19-04 - \$2,235.49

The committee reviewed the above items with questions and answers; regarding the update on the Home Health and Hospice nurse shortage and various referrals which have been turned down, due to not enough staff to provide adequate client coverage.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize the following:

- Home Health Nurse start at 6-month rate \$22.81 Non-Union; fill immediately,
- Home Health On-call Nurse (Proposal); pursue and post opening,
- Part-time Health Educator to Full-time; approve as position is NorthCare funded,
- Fees - Personal and Family Health Fees, approve as presented,
- Fees - Environmental Health Fees, approve as presented,

- **FY2020 Prevention Contract NorthCare Network and CCHD, authorize and approve \$113,165.00,**
- **MOU NorthCare Network and CCHD – Safe X-Change \$32,400.00, authorize and approve,**
- **Cross Jurisdictional Sharing of Services funding \$2,000.00, authorize and approve**
- **Pink Ribbon #19-04 - \$2,235.49, authorize and approve**

**On a voice vote, the motion CARRIED.**

**Office of Emergency Services**

- **Region 8 MOU for Integrated Public Alert Warning System**
- **2020 Mapping Maintenance Services \$2,500.00**
- **Motorola Solutions Service Agreement \$22,050.00 annually**

The Committee reviewed the Region 8 MOU, the service agreement for mapping and the annual Motorola services agreement.

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie; to approve and authorize the Region 8 MOU for Integrated Public Alert Warning System, the 2020 Mapping Maintenance Services agreement in the amount of \$2,500.00 and the annual Motorola Solutions Service Agreement in the amount of \$22,050.00. On a voice vote, the motion CARRIED.**

**Animal Control (waive policy)**

- **7 Door replacements (2 metal and 5 wood framed) \$4,200**
- **Install Shelving Units \$1,700**
- **Re-paint kennel floor tiles \$2,300**

The Committee reviewed the quotes, and were notified of the difficulty of getting bids for Shelter work; as ads have been posted and quotes have been sought for projects with no response.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the three Animal Shelter projects: \$4,200.00 to replace seven doors; \$1,700 for shelving in the garage area and \$2,300 to re-paint the kennel floors; and to waive the County policy regarding quotes and bids; jobs to be completed by TNT Drywall and Paint. On a voice vote, the motion CARRIED.**

**Information Systems – authorize Domain letter and payment of \$400.00**

The Committee reviewed the attached letter regarding the County’s [www.chippewacountymi.gov](http://www.chippewacountymi.gov) domain.

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to authorization signature and approve a \$400 payment for the County’s domain of [www.chippewacountymi.gov](http://www.chippewacountymi.gov). On a voice vote, the motion CARRIED.**

**Surveyor – Remonumentation**

The Committee reviewed Grant No. BCC 20-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2020 Grant Application to be submitted to the Office of Land Surveying and Remonumentation. The grant is from 1/1/2020 to 12/31/2020, in the amount of \$115,898.00 with Chippewa County contributing \$15,000 of that total for FY2020. There are 51 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 20-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2020 Grant Application to be submitted to the Office of Land Surveying and Remonumentation. The grant is from 1/1/2020 to 12/31/2020, in the amount of \$115,898.00 with Chippewa County contributing \$15,000 for County Remonumentation. On a voice vote, the motion CARRIED.**

### **Administration – Contracts**

- **Extension Services 4H - \$49,581.00**
- **Probate Court Legal Neglect-Abuse Attorney Contracts**
  - **Monica Lubiartz-Quigley - \$40,644.33**
  - **Charles Palmer - \$40,644.33**
  - **James Bias - \$40,644.33**

The Committee reviewed the MSU Cooperation Extension Agreement for 4H Services in the amount of \$49,581.00 and the contracts for the Probate Court Legal Neglect-Abuse Attorney contracts, three each in the amount of \$40,644.33.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the Agreement for 4H Services with MSU Co-op Extension in the amount of \$49,581.00 and the three Probate Court Legal Neglect-Abuse Attorney contracts each in the amount of \$40,644.33, respectively for the following Monica Lubiartz-Quigley, Charles Palmer and James Bias. On a voice vote, the motion CARRIED.**

### **Administration – MMRMA 2020 Renewal (Net Asset Distribution/Renewal/Contribution)**

The Committee reviewed the net asset distribution of \$49,713.00, which recommended to be returned to the County's loss fund and the proposed contribution for renewal of FY2020 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 (\$406,086.90 as of 10/29/19); due to this the underwriters have increased the County member loss fund contribution by \$50,000.00. Total premium for the year is \$263,435.00; with CCHD being responsible for \$77,141.00.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the net asset distribution of \$49,713 be returned for the County's loss fund and to approve the renewal and contribution breakdown as presented in the amount of \$263,435 to MMRMA for the County's FY2020 Property and Liability Insurance. On a voice vote, the motion CARRIED.**

### **Administration – Policy 320 Purchasing, Contracts and Sales update**

The Committee reviewed Policy 320 – Section F – adding “except for, routine maintenance, supplies, cleaning supplies and food”, to help with accounts payable processing.

**It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve and authorize the change to Policy 320 Purchasing, Contracts and Sales as presented. 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 November bills and payroll as follow: the general claims totaling \$445,226.68, other fund claims \$305,490.92, payroll \$789,341.26, Health Department claims \$249,107.89 and Health Department payroll \$208,823.17 total claims \$1,998,029.92 and vouchers H-1 through H-266. On a voice vote, the motion CARRIED.**

### **Finance – Budget Amendments for FY2019**

The Committee reviewed the year end budget amendments.

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

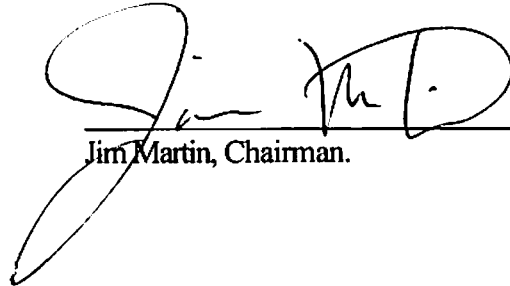
**Committee and Chairman Comments**

**Adjourn**

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

Chairman Martin declared the meeting adjourned at 4:43 p.m.

  
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Kelly J. Church, Recorder

  
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Jim Martin, Chairman.