

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

September 6, 2018, 2018

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, September 6, 2018 at the Chippewa County Building 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 and Conor Egan

MEMBERS ABSENT: Robert Savoie and Don McLean

OTHERS PRESENT: Joyce Karr, Karen Senkus, Chuck Leonhardt, Heidi Bailey, Jennifer France, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner Egan, supported by Commissioner Shackleton, 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 reports, the monthly travel report, the Health Departments Health Care First summary, the VISA billing, and the quarterly contributions and earnings report for the MERS Health Care Fund.

AGENDA ITEMS

Health Department – 2019 Budget

Chuck Leonhardt presented the proposed Chippewa County Health Department 2019 budget; explaining personnel that had been removed (a PT Clerk and (2) Nursing positions); discussion regarding the SHACC, overhead, Health Care First billings and how the volume of certain services being down. The proposed budget is projected to balance at \$88 to the good, once an adjustment to the Cost Settlement is increased by \$35,000 and includes a \$204,000 appropriation from the County. Additional discussions on the Home Health revenue, which will need to hit \$2.9 million was reviewed at length and will need to be closely monitored as the demand for those services have been reduced for June and July when reviewing the trend. The Committee reviewed the commitment to the Retiree Health Care, noting the expense and the changes that have been made to eliminate these costs; including ideas on how to further reduce those costs. Mr. Leonhardt also addressed the Committee regarding un-committing and un-assigning certain fund balances that are not required by law, statute or a specifically directed donation; and to make the funds available if necessary for general fund operations, if needed. The Committee also reviewed the proposed vendors contracts, including those necessary for information systems maintenance (support costs).

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve the 2019 CCHD budget as presented, with the recommended to increase the cost settlement by \$35,000 to balance the budget, showing \$88 increase in fund balance for the year. On a voice vote, the motion CARRIED.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to un-commit and to un-assign certain fund balances that are not required by state law, statute or specifically directed by donation so that these funds can be used for Health Department operations, if needed. On a voice vote, the motion CARRIED.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve the various budgeted contracts as presented and authorizing the Health Officer's signature. On a voice vote, the motion CARRIED.

Public Defender – Assistant Public Defender Job Description

The Committee reviewed the Assistant Public Defender job description, which will be at the Grade 11 pay scale and under the supervision of the Chief Public Defender – the position is in conjunction with the new MIDC funding.

Public Defender – Legal Assistant (Paralegal) Job Description

The Legal Assistant (Paralegal) position is also in conjunction with the MIDC, and will be a Grade 7 position.

Public Defender – Attorney contracts

The Committee reviewed a sample Legal Services Agreement which will be used when the Public Defender Office is in need of overflow/conflict legal counsel for indigent defendants in the 91st District and 50th Circuit Court. The conflict attorneys will be paid at \$75 per hour.

Public Defender – Draft Grant Agreement – Budget

The Committee reviewed the Chippewa County Indigent Defense System budget from the MIDC, the funding breakdown and the sample grant agreement with the Michigan Indigent Defense Commission (MIDC) and Chippewa County; the state grant portion being \$285,724.22 and the local share \$219,544.00. Final documents are still being prepared.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve job descriptions for the Public Defender's Assistant Public Defender and the Legal Assistant (Paralegal), as presented, to approve the use of the legal services agreement for attorneys needed for overflow/conflict cases, to be paid at \$75 per hour and to accept the budget and grant agreement, showing the local match of \$219,544 and the State portion being \$285,724.22, tentatively until the final documents are received and match said information and details. On a voice vote, the motion CARRIED.

Information Systems – BS&A Software to replace Manatron

The Committee received quotes from BS&A Software to replace Manatron systems that will no longer be supported, as of spring 2019, which is the Equalization/Assessing, County Tax, Delinquent County Tax, and Principal Residence Exemption. The price of the applications, data conversion/database set up, implementation and training and travel expenses is \$94,305, plus any additional hardware, if necessary. The annual service fees for these programs is \$10,800. The other system that will no longer be supported is the Building Department, including Field Inspections applications of \$25,685, data conversions/database set up of \$16,725, implementation and training with travel of \$14,850 – a total of \$57,260 with annual maintenance fees of \$5,135. These options do not include any of the online applications, details of the data conversion could also be an increase to these fees, and if it is determined that additional years need to be converted for any of the applications. A demonstration from BS&A Software will be held on Tuesday, September 11th and the appropriate Departments will be reviewing general ledger, cash receipting, accounts payable and receivable, fixed assets, inventory management and payroll & timesheets. This meeting will help to determine if the County would like to request any changes with the current software and what advantages, it may have for compatibility within all software, which would best serve the departments. General discussion followed.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve the quotes from BS&A Software for the Equalization/Assessing, County Tax, Delinquent County Tax, and Principal Residence Exemption and the Building Department, including Field Inspections applications, currently priced without any additional hardware or needed changes regarding the data conversion \$151,565, plus \$15,935 for annual maintenance. On a voice vote, the motion CARRIED.

Office of Emergency Services – FY2018 Emergency Management Performance Grant \$17,362

The Committee reviewed the Emergency Management Performance Grant Agreement which reimburses Chippewa County for 35.69% of the Director's salary. CFDA No: 97.042; EMC-2018-EP-00002 obligation of \$17,362.00.

Office of Emergency Services – FY2019 Emergency Management Performance Grant – Initial Work Agreement

The Committee reviewed the EMPG Work Agreement which are based upon the standards identified in the Michigan State Police, Emergency Management and Homeland Security Division.

Office of Emergency Services – FY2017 Operation Stonegarden - \$95,000

The Committee reviewed the FY2017 OPSG grant agreement, certifications regarding the lobbying, standard assurances, audit certificates for FY2017 Operation Stonegarden Grant Agreement CFDA No. 97.067; EMW-2017-SS-00013-S01 obligation of \$95,000.00

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve and authorize signature for the FY2018 Emergency Management Performance Grant \$17,362, FY2019 Emergency Management Performance Grant – Initial Work Agreement and the FY2017 Operation Stonegarden - \$95,000, as presented. On a voice vote, the motion CARRIED.

Administration – Administrator Travel (MAC Conference)

The Committee officially approved Administrator German's travel to the Michigan Association of Counties summer conference that was held in Frankenmuth, as the Administrator was able to attend as the Committee requested during the July meeting.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve Administrator German's travel to Frankenmuth for the MAC conference held in August. On a voice vote, the motion CARRIED.

Administration – AFSCME petition to consent Election to change Representation

The Committee was notified and updated on AFSCME's petition to change Representation, and how the recognition of bargaining unit members was updated at the County's request prior to consent. No action was taken/nor necessary.

Administration – RFQ Release Snowplowing Bids

The Committee reviewed request to release for 2018-2019 snowplowing and snow removal bids for the County Buildings, Animal Control and for Central Dispatch; added to the County's portion of the bid was the handicapped drive.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to authorize the release of snow plowing and snow removal bids for 2018-2019 season, for the County Buildings, Animal Control and Central Dispatch. 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 Egan, supported by Commissioner Shackleton, to recommend the approval of August bills and payroll as follow: the general claims totaling \$2,205,775.06, other fund claims \$369,307.92, payroll \$717,333.36, Health Department claims \$262,277.41 and Health Department payroll \$307,141.20 total claims \$3,861,834.95 and vouchers H-1 through H-270. On a voice vote, the motion CARRIED.

Committee/Chairperson Comments

No additional comments were offered.

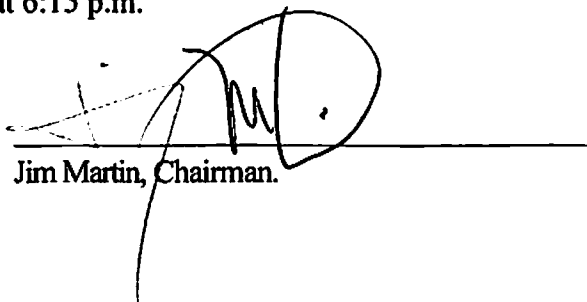
Adjourn

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

Chairman Martin declared the meeting adjourned at 6:15 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman.