

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

June 7, 2018

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, June 7, 2018 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:35 p.m. with a quorum present.

MEMBERS PRESENT: Jim Martin, Don McLean, and Conor Egan

MEMBERS ABSENT: Scott Shackleton and Bobby Savoie

OTHERS PRESENT: Karen Senkus, Lana Forrest, Doug Welton, Missy Robbins, Suzanne Lieurance, Paul Stanaway, Nick Nolan, Jim German and Kelly Church

Approval of the Agenda

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

Public Comment

No public comment was offered.

Presentation 2017 Audit – Anderson, Tackman & Co; Tackman & Co.; Doug Welton

Doug Welton of Anderson, Tackman & Co. presented and reviewed documents included in the 2017 Audit annual audit and reviewed the financial highlights with the Committee, Chippewa County received the highest opinion of unqualified; as the current controls in place are suitable and effective. The County received no findings and there were no material weaknesses. Mr. Welton provided a variety of graphs regarding assets, liabilities & net position, revenues, expenditures, DTRF, a five-year comparison and breakdown of the federally awarded monies. Discussion with questions and answers followed.

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, the 2018 Millage form L-4029, a District Court notification regarding seeking a grant for an additional Drug Court and notification from the Sault Ste. Marie Tribe of Chippewa Indians announcing 2% Funds for Hospice.

AGENDA ITEMS

Health Department –Community Health Accreditation Program Agreement – 3 year estimated cost of \$25,600 (for home health & hospice services).

The Committee reviewed the Community Health Accreditation Program (CHAP) three (3) year services agreement with the Chippewa County Health Department at an estimated cost of \$25,600.00. The scope of work provided to the Health Department includes comprehensive education, consultation, site visits and accreditation determination, including complaints management, online Directory of Accredited Organizations, listing in the community Health Resources Guide and verification with third-parties for CCHD's Home Health and Hospice Services.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Community Health Accreditation Program Agreement (CHAP) for three years, at an estimated cost of \$25,600.00 for the Home Health and Hospice Services. On a voice vote, the motion CARRIED.

Health Department – Pink Ribbon Request #18-07 - \$2,701.16

The Committee reviewed Pink Ribbon request #18-07 in the amount of \$2,701.46; the current balance of the Pink Ribbon funds is \$49,256.32 and a brief discussion on replenishing these funds was held.

It was moved by Commissioner Egan, supported by Commissioner McLean, to approve Pink Ribbon request #18-07 in the amount of \$2,701.46. On a voice vote, the motion CARRIED.

Health Department – Rescind “Chippewa County Sanitary Code, Article VII, Body Art Establishments and Practitioners”

The Committee reviewed the request to rescind “Chippewa County Sanitary Code, Article VII, Body Art Establishments and Practitioners” as the State of Michigan did enact Act #375, of PA 2010 which now governs body art facilities, so the County Code may be rescinded.

In was moved by Commissioner McLean, supported by Commissioner Egan, to approve rescinding the Chippewa County Sanitary Code, Article VII, Body Art Establishments and Practitioners. On a voice vote, the motion CARRIED.

Health Department - Policies

The Committee reviewed the policy changes from the accreditation and program requirements for the following policies: 15.300.037 – Family Planning Fees, 5.000.002 – Immunization Program Orientation and Continuing Education, 5.009.001 – Child and Adolescent Immunizations, 5.009.011 – VAERS Reporting, 5.009.013 – Immunization Recall Private Providers, 5.009.025 – VIS Distribution, 5.009.027 – Travel Vaccine, 5.009.032 – Plan to Reduce Borrowing, 5.009.033 – VFC, MI AVP, 5.009.034 – WIC/MCIR Plan, 5.009.035 – Recall/Profile Reports, 5.009.036 – Adult Immunizations, 5.009.037 – Eligibility Assessment, 5.009.038 – Follow up for non-compliant school enterers, 5.009.039 – Follow up for delinquent schools, 5.009.040 – Storage and handling, 5.009.041 – Storage, Security and Emergency Plan, 5.009.042 – Sensaphone, 5.009.043 – VFC and Private Purchase, 5.009.044 – Ordering and Receiving, 5.009.045 – Fraud and Abuse, 5.009.046 – Return/Wastage Reports, 5.009.047 – Standing Orders, 5.009.048 – Waiver Policy, 5.009.049 – VFC Provider Enrollment.

It was moved by Commission Mclean, supported by Commissioner Egan, to approve the updated polices as presented, policies 15.300.037 – Family Planning Fees, 5.000.002 – Immunization Program Orientation and Continuing Education, 5.009.001 – Child and Adolescent Immunizations, 5.009.011 – VAERS Reporting, 5.009.013 – Immunization Recall Private Providers, 5.009.025 – VIS Distribution, 5.009.027 – Travel Vaccine, 5.009.032 – Plan to Reduce Borrowing, 5.009.033 – VFC, MI AVP, 5.009.034 – WIC/MCIR Plan, 5.009.035 – Recall/Profile Reports, 5.009.036 – Adult Immunizations, 5.009.037 – Eligibility Assessment, 5.009.038 – Follow up for non-compliant school enterers, 5.009.039 – Follow up for delinquent schools, 5.009.040 – Storage and handling, 5.009.041 – Storage, Security and Emergency Plan, 5.009.042 – Sensaphone, 5.009.043 – VFC and Private Purchase, 5.009.044 – Ordering and Receiving, 5.009.045 – Fraud and Abuse, 5.009.046 – Return/Wastage Reports, 5.009.047 – Standing Orders, 5.009.048 – Waiver Policy, 5.009.049 – VFC Provider Enrollment. On a voice vote, the motion CARRIED.

Health Department – Purchase Tradesman Cargo Van (Needle Exchange)

The Committee reviewed the single bid from the previously approved RFQ and grant increase for the newly developed Needle Exchange Program which is funding this vehicle.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the bid to purchase a Tradesman Cargo Van, from O’Connor Chrysler Dodge Jeep Ram at the bid price of \$25,033.00. On a voice vote, the motion CARRIED.

Health Department – Sale of 2007 Ford Fusion

The Committee reviewed the bid summary from the sale of the 2007 Ford Fusion, one bid was received in the amount of \$356.00; the vehicle is being sold “as is”.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize the sale of the 2007 Ford Fusion “as is” to Rudy Johnson for \$356.00. On a voice vote, the motion CARRIED.

Health Department – Hire Home Health Nurse at two year rate

The Committee reviewed the request to hire a home health nurse at the two year rate, based on their prior qualifications and experiences. This is for a full-time case manager position.

It was moved by Commissioner Egan, supported by Commissioner McLean, to authorize the hiring for the full-time case manager nursing position at the two-year rate of pay (\$24.86/hr.) based on their qualifications and prior experience. On a voice vote, the motion CARRIED.

Sheriff Department – Jail Plumbing

The Committee reviewed two quotes from Cardinal Plumbing for Sections B and C, which have continually had backup problems; discussion followed regarding the difficulty of getting quotes and/or services, which is why the Committee is being asked to waive the County’s bid policy for this project. The Section B cost is \$3,528.80 and Section C is \$14,115.20.

It was moved by Commissioner Egan, supported by Commissioner McLean, to authorize the contract work for the Chippewa County Jail Sections B (\$3,528.80) and C (\$14,115.20) by Cardinal Plumbing, and to waive the County Policy due to the difficulties of obtaining other quotes and/or services for this job. On a voice vote, the motion CARRIED.

Sheriff Department – Out of State Travel

The Committee reviewed an out of state travel request from the Sheriff’s Department to send staff to training in Marinette, Wisconsin, so that this employee could come back and be the trainer for the other employees. They will be attending the Nova Instructor Course at the price of \$909.25.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the out of state travel to Marinette Wisconsin for Nova Instructor Course, at an approximate cost of \$909.25. On a roll call vote, 4-0, the motion CARRIED.

Sheriff Department – CHC Inmate Medical Renewal w/additional hours

The Committee reviewed and was updated on the progression of the Correctional Healthcare Companies (CHC) who provides medical care services for the detainees at the Chippewa County Jail. The contract is increasing by the Consumer Price Index of 2.2%; and also adding an additional 16 hours of nursing on site, which will provide additional coverage on the weekends or possibly have the two nurses at the same time during the week to provide not only the medical care but to keep up with the necessary paperwork. The Discussion followed regarding this contract has corrected liability issues for the County, as well as, saved money on prescriptions.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve the renewal of the Correctional Healthcare Companies (CHC) to provide medical care services for the detainees at the Chippewa County Jail. The renewal includes additional 16 hours of services; and an increase in total price of 2.2% the current Consumer Price Index. The monthly rate effective October 3, 2018 will be \$16,723.14 per month for the renewal and an additional \$3,718.58 per month for the additional 16 hours per week. On a voice vote, the motion CARRIED.

Sheriff Department – Control Center Upgrades Process (waive policy sole provider)

The Committee reviewed a budgeted expenditure to replace the countertops and cabinets in the Control Center of the jail. This have been replaced twice in the past 14 years with products that have not been able to withstand the 24/7/365 regular wear and tear, partially due to the equipment that the officers carry; the budgeted request is to replace with stainless steel cabinets and countertops was estimated at \$30,000 - \$40,000. Discussion followed.

It was moved by Commissioner Egan, supported by Commissioner McLean, to approve the replacement of cabinets and countertops in the Chippewa County Jail Control Center; to waive the County Policy and have the local sole provider provide a finalized quote; the project shall not exceed \$40,000.00. On a voice vote, the motion CARRIED.

Administration – 2017 Audit (accept & authorize distribution)

The Committee commended the Judges, Elected and Appointed Officials and all departmental staff for all the hard work they provide to Chippewa County.

It was moved by Commissioner Egan, supported by Commissioner McLean, to approve and authorize distribution of the 12/31/17 Audit as presented and provided by Anderson, Tackman and Company. On a voice vote, the motion CARRIED.

Administration – Point of Entry Roof Structure

The Committee reviewed the prior bids and process for the Point of Entry Roof Structure for the new main entrance (handicapped ramp area); a roof structure is necessary to eliminate the snow melt/fall from the roof of the Courthouse. A few other solutions were briefly discussed including heat tape, a roof rake being used from above and possibly just closing the area when there is a potential risk. The ramp was closed twice this past year until the snow fell off. The Committee discussed the potential liability, and the project being a cost of doing to business, to provide a safe entryway. The Committee also discussed the previous engineered plans.

It was moved by Commissioner McLean, supported by Commissioner Egan, to use the original bid previously received and to get the point of entry roof structure completed. On a voice vote, the motion CARRIED.

Administration – County Building Elevator Modernization

The Committee reviewed documentation from Otis Elevator; whom we are currently under contract with for elevator services and maintenance. The County Building Elevator needs an upgrade due to age, wear and tear, and the difficulty of replacement parts. The modernization project would include a HydroAccel system which is the current elevator technology, and will increase the elevator's reliability and performance, as well as, to meet the latest building and elevator codes. The price to compete the modernization is \$69,531.00. Discussion followed.

It was moved by Commissioner McLean, supported by Commissioner Egan, to waive County policy for bidding and to approve and authorize the Chippewa County elevator modernization project with Otis Elevator Company, at a price not to exceed \$69,531.00. On a voice vote, the motion CARRIED.

Administration – Non-Union Pay Scale (County & Health Department, full & part time)

The Committee reviewed the current Non-Union pay scales, non-union employees have not received an increase since 2015, when they last received a 1% increase. The Committee discussed the complexity of negotiations and maintaining equality for employees. A lengthy discussion also included having one non-union pay scale for both the County and Health Department; which at this point doesn't seem feasible; although there are certain positions on the Health Department scale that should potentially be addressed.

It was moved by Commissioner Egan, supported by Commissioner McLean, to authorize a 1.5% wage increase, retroactively to January 1, 2018 and an additional 1% effective January 1, 2019, to all non-union pay scales for both the County and the Health Department; including the Administrator's contract, for this increase, as well as any future. On a voice vote, the motion CARRIED.

Administration – Jail 79 hour positions (increase by two positions & Central Dispatch 79 hour positions (increase by one and match pay)

The Committee was asked to authorize two additional 79 hours positions at \$15.00 per hour for the Jail; for a total of six 79 hour positions, and one additional position 79 hour position for Central Dispatch; for a total of three positions, and to change the Dispatch 79 hour positions to \$15.00 per hour, as they were previously not increased. These positions are offered single health care coverage, with the employee paying for 20% of the monthly health care premium. These positions are available since the County is below ACA guidelines, examples were provided for review. Discussion followed including providing a full-time vs. part-time comparison to the Committee for future reference, as these positions are difficult to fill, and it necessary that we are able to maintain the staff once we have trained them.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize two additional 79 hour positions for the Jail (for a total of six) and to authorize one additional 79 hours position for Central Dispatch (for a total of three); and to increase Central Dispatch to \$15.00 per hour, which matches the positions in the Jail. On a voice vote, the motion CARRIED.

Administration – Jail Authorization filling two full-time positions (one retirement & one LTD)

The Committee was asked to review and authorize filling two full-time positions, due to an upcoming retirement (October 1, 2018) and another for an LTD claim. The LTD position will be filled with the knowledge that the position will be held for two years from the date of the Long term Disability benefits began.

It was moved by Commissioner McLean, supported by Commissioner Egan, to authorize filling two full-time positions immediately, following past practice of leaving the LTD position open for the current employee and to fill the retirement position, due to the medical leave. On a voice vote, the motion CARRIED.

Administration – Land Transaction – Whitefish Township – 76 acres

The Committee reviewed a land transaction between and private individual and the DNR regarding property in Whitefish Township (76 acres), the DNR sought responses by June 26, 2018.

It was moved by Commissioner Mclean, supported by Commissioner Egan, that the County has no issues with the Baraga and Chippewa County Land Transaction with the DNR. On a voice vote, the motion CARRIED.

LSSU Pool Closure/SAHS Pool Failure

Finance Chairman Martin asked that the LSSU Pool Closure/SAHS Pool Failure be an agenda item, to discuss helping to save the SAHS pool, which will require approximately \$800,000 - \$900,000. It is hoped that the pool at SAHS can be turned into a community pool; and many agencies will be approached to help; grants are being sought. Nothing would be committed until a solid plan was brought forward. Several items were briefly discussed including out county constituents and the consolidated community school former programming.

It was moved by Commissioner McLean, supported by Commissioner Egan, to approve a motion to discuss the SAHS pool. 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 McLean, to recommend the approval of May bills and payroll as follow: the general claims totaling \$775,684.10, other fund claims \$332,652.56, payroll \$463,196.77, Health Department claims \$322,493.24 and Health Department payroll \$191,708.50; total claims \$2,085,735.17 and vouchers H-1 through H-269. On a voice vote, the motion CARRIED.


Committee/Chairperson Comments

No additional comments were offered.


Adjourn

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

Chairman Martin declared the meeting adjourned at 7:06 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman.