

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

December 10, 2020

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, December 10, 2020 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was also available via Zoom.

MEMBERS PRESENT: Robert Savoie, Jim Martin, Scott Shackleton and Don McLean (Zoom)

MEMBERS ABSENT: Conor Egan

OTHERS PRESENT: Karen Senkus (via Zoom), Brian Bartlett (via Zoom), Suzanne Lieurance (via Zoom), Mike McCarthy (via Zoom), Jim Robinson (via Zoom), Erik Baron, Mike Bitnar, Paul Stanaway, Jim German and Kelly Church.

Approval of the Agenda

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

Public Comment

Mike McCarthy spoke regarding the FY2021 Budget request from the Chippewa/Mackinac/Luce Conservation District.

Correspondence and Informational Items

The Committee reviewed the Investment report, VISA billing and the Health Department's Healthcare First summary.

AGENDA ITEMS

Health Department – Laptop Purchase (5) – COVID Grant monies \$5,288.85

The Committee reviewed a request to purchase (5) five Dell Latitude laptops and Windows professional with COVID Grant monies.

It was moved by Commissioner Shackleton, supported by Commission Mclean, to approve and authorize the purchase of (5) five Dell Latitude laptops and Windows professional, with COVID grant monies at a price not to exceed \$5,228.85; waiving the bidding procedures due to timing on the grant. On a voice vote, the motion CARRIED.

Health Department – Environmental Health Fees and Personal and Family Health Fees

The Committee reviewed the Environmental Health Superbill fees for FY2021; which had no changes and the FY2021 Master Fee Schedule for the Health Department, Sault Health Adolescent Care Center and Brimley Schools. The Master Fees had two decreases from the prior year fees.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the FY2021 Environmental Health Superbill fees and the Master Fee Schedule both as presented. On a voice vote, the motion CARRIED.

Health Department – Home Health and Hospice Cost Report Authorization

The Committee reviewed the engagement letter from Plante Moran to prepare the Medicare Home Health (\$2,500) and Medicare Hospice (\$2,000) annual reports. Plante Moran will also be assisting Chippewa County with the preparation and filing of the Medicaid CHAMPS report at \$250 per hour.

It was moved by Commissioner Martin, supported by Commissioner McLean, to approve and authorize the engagement letter with Plante Moran to prepare the Medicare Home Health and Hospice reports for year ended September 30, 2020 and to assist with the completion of the Medicaid Michigan Public Health Department report that is filed in CHAMPS. The cost being \$2,500 for the Medicare Home Health, \$2,000 for the Medicare Hospice and \$250 per hour for the Medicaid CHAMPS report. On a voice vote, the motion CARRIED.

50th Circuit Drug Court Grant Contract – Redwood Toxicology

The Committee reviewed the independent contract agreement regarding drug screening as ordered by the 50th Circuit Court for drug court participants.

It was moved by Commissioner Martin, supported by Commissioner Shackleton, to approve and authorize the contract between Chippewa County 50th Circuit Court Drug Court and Redwood Toxicology Laboratory, Inc, as presented. On a voice vote, the motion CARRIED.

91st District Court – Mental Health Court – FY21 Erin Yates \$26,000 (sub-contractor)

The Committee reviewed the subcontractor agreement for Erin Yates; to be paid from the \$76,600 Mental Health Court Grant; contract commences on 10/1/2020 and terminates on 9/30/2021.

It was moved by Commissioner McLean, supported by Commissioner Martin, to approve and authorize the contract between the 91st District Court and Erin Yates to be paid from the Mental Health Court Grant Program. On a voice vote, the motion CARRIED.

Sheriff's Department – CESF Grant Approval to Purchase (3) Three 800mh Radios & waive County purchasing policy (sole provider – SOM rate) \$13,538.64

The Committee reviewed the request to purchase three 800mh radios at the state rate from Elcom Systems.

It was moved by Commissioner McLean, supported by Commissioner Martin, to approve the expenditure of \$13,538.64 to Elcom systems to purchase three (3) 800mh radios and to waive the County's purchasing policy due to State of Michigan rate. On a voice vote, the motion CARRIED.

Surveyor – Grant No. BCC21-17 - \$101,740.00 Grant County contributions \$15,000.00

The committee reviewed Grant No. BCC 21-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2021 Grant Application to be submitted to the Office of Land Surveying and Remonumentation. The grant is from 1-1-2021 to 12-31-2021, in the amount of \$86,740.00 with Chippewa County contributing \$15,000 for a total FY2021 project amount of \$101,740.00.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve and authorize signatures for Grant No. BCC 21-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2021 Grant Application to be submitted to the Office of Land Surveying and Remonumentation in the amount of \$86,740.00 with Chippewa County contributing \$15,000.00 for County Remonumentation. On a voice vote the motion CARRIED.

Surveyor – Rent Agreement 2021 - \$3,900.00

The Committee reviewed the Rent Agreement for the Surveyors Office; which is approximately 300 square feet and includes utilities, parking and other costs associated with the maintenance and operation of the building located at 816 Ashmun Street.

It was moved by Commissioner Shackleton, supported by Commissioner Martin to approved the Rent Agreement for 816 Ashmun Street, Suite 3, in the amount of \$3,900.00. On a voice vote, the motion CARRIED.

Administration – AFLAC – Add EDC to Plan including Flexible Benefits

The Committee reviewed the updated AFLAC Flexible Benefits Plan Summary Plan Description adding, Chippewa County EDC. The Plan offering employee benefits, paid by the employee and allowing the employees 20% health care portion to be paid pre-tax.

It was moved by Commissioner McLean, supported by Commissioner Martin, to approve and authorize the Flexible Benefits Plan Summary Plan Description adding the Chippewa County EDC effective 1/1/2021 as presented. On a voice vote, the motion CARRIED.

Administration – RxReins Stop Loss Renewal for Prescription \$16,275

The Committee reviewed the stop loess renewal proposal from 44North, with regards to the County prescription coverage. This insurance helps insure against any high-cost Rx from exceeding our expected costs. The annual premium is \$16,275.00.

It was moved by Commissioner Martin, supported by Commissioner McLean, to approve and authorize the RxReins Stop Loss renewal for FY2021 prescription coverage in the amount of \$16,275.00 through 44North. On a voice vote, the motion CARRIED.

Administration – MMRMA 2021 Renewal (Net Asset Distribution/Renewal/Contribution

The Committee reviewed the net asset distribution of \$46,721.00, which is recommended to be returned to the County's loss fund and the proposed contribution for renewal of FY2021 for the County's Property and Liability Insurance including the 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; due to this underwriting has increased the County member loss fund contribution by \$50,000. Total premium for the year is \$276,940.00; with the CCHD portion being \$79,809.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve the net asset distribution of \$46,721 be returned for the County's loss fund and to approve the renewal and contribution breakdown as presented totaling \$276,940 to MMRMA for the County's FY2021 Property and Liability Insurance. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to recommend the approval of November County bills and payroll: general claims \$251,690.48 other fund claims \$903,495.60, payroll \$562,949.72, and Health Department claims \$243,516.24 and payroll \$198,410.34. total claims \$2,160,062.38. On a voice vote, the motion CARRIED.

Finance – Budget Amendments for FY2020

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.

Finance – FY2021 Budget General Fund and Special Funds

Contracts within Budget: MSUE – 4-H Agent and Probate-Family Court Legal (3)

Equipment Requests, Annual Support and Department Expenditures

The Committee was given an overview of the proposed FY2021 Budget; the general fund budget was presented with an excess of \$9,325.55. The Committee was updated on changes and expenditures that were variances from prior years; including staffing and wage changes in the FOC Office, which still saves the County approximately \$25,000.00. The equipment listing, annual software support and special funds projects were discussed: ICE required recreation equipment and ERT Equipment; the jail requested to upgrade CCTV/Camera system in the jail and a building request from the Sheriff to relocate Community Corrections to limit entry to the County Building; open up some needed office space and secure the I.T. area better. Contracts from within the budget were also discussed including the MSUE 4-H agent contract and the (3) Legal services contracts from Probate-Family Court. The Committee thanked the departments and administration for being able to present a balanced budget; and cutting back on spending where possible. The FY2021 Budget Resolution will be presented to the full Board for final approval.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the FY2021 Budgets for the General Fund and Special Funds, as presented, acknowledging the contracts, equipment requests and annual support as presented. On a voice vote, the motion CARRIED.

Committee Comments

None offered.

Chairman Comments

None offered.

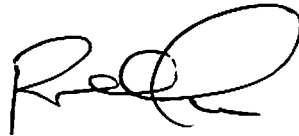
Adjourn

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

Chairman Savoie declared the meeting adjourned at 4:46 p.m.



Kelly J. Church, Recorder



Robert Savoie, Chairman.