

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

February 8, 2018

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, February 8, 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, Don McLean, Conor Egan and Bobby Savoie

MEMBERS ABSENT: None

OTHERS PRESENT: Lana Forrest, Karen Senkus, Joyce Karr, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the agenda as amended, removing Agenda Item 6-1-a-c (Health Department Change HCSP). 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, two monthly Visa billing statement, reports from the Health Departments billing system, MERS Quarterly Retiree Health Funding Vehicle summary, D.T.R.F. Quarterly report, and an estimate of savings from 44 North regarding the change in Specialty Drugs.

AGENDA ITEMS

Administration – MERS (Changes per IRS ruling & Change Health Department)

The Committee reviewed a letter from MERS regarding Leave Conversion Compliance for the County's Health Care Savings Programs. A change to the HCSP must be made in order for the plans to maintain its tax-qualified status. The Committee then reviewed MERS Health Care Savings Program Participation Agreements for Divisions 300142, 300143 and 300144, showing the change to Mandatory Leave, as recommended by MERS to maintain the tax-qualified status. Division 300145 needed to make the Mandatory Leave changes, as well as, change the Employer Contribution, as it does not match the County program for Non-union, which should only be post-tax contributions by the employee with no employer contributions.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve changing the County's Health Care Savings Programs, Mandatory Leave for Divisions 300142, 300143, 300144 and 300145 to remove the lump sum leave conversion option to maintain the Programs tax-status qualified status per the recommendation of MERS. On a voice vote, the motion CARRIED.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve changing MERS HCSP Division 300145's leave conversation and its Employee and Employer contributions, to match the County Programs, employees will only be able to contributed post-tax dollars with no Employer contribution. On a voice vote, the motion CARRIED.

Administration – Courthouse Entry Ramp Roof Design \$4,900

The Committee reviewed the Administration approved \$4,900 Architectural/Engineering Services – Courthouse Main Point of Entry Ramp Roof Design, which included preparing preliminary roof sketch, specifications, plans and details for contractors; but does not include bidding or construction Administration Services. Administrator German asked the Committee to waive the bidding process as long as the project does not exceed \$20,000. The Committee had many questions including the cost of the services provided, strength of the roof, materials and their strength considering the snow load of falling snow and ice, guarantees of the design, and potential liabilities if it fails. Discussion followed.

It was moved by Commissioner Egan, supported by Commissioner McLean, to approve the proposed Main Point of Entry Ramp Roof project, waiving the County's bidding policy, if the project does not exceed \$20,000, as long as, Administrator German provides answers to the questions of the design, stability and materials. On a voice vote, the motion CARRIED.

Administration – AS400 Software end of life replacement \$1,800

The Committee reviewed the necessity to upgrade software version being run on the AS400, as an end of life effective April 30, 2018 has been given. Information Systems has received pricing of \$1,800 from Advantage Systems, Inc., with additional costs possible, a second pricing option from ITC of \$3,500 was also received.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve to replace the AS400 software at a price of \$1,800 with Advantage System's Inc. noting that potential increases to the pricing could issues arise. On a voice vote, the motion CARRIED.

Administration - Sheriff Department – Bid Summaries

The Committee received one bid a piece for the Sheriff's Department Ford Utility Police Interceptor and Dodge Charger Police vehicles, each including a trade-in. Soo Motors Inc. bid price including trade-in of \$1,000 for a 2005 Dodge 1500 is \$30,240 for one Ford Utility Police Interceptor. O'Connor Chrysler Dodge Jeep Ram bid price including trade-in of \$1,900 for a 2012 Dodge Charger is \$23,215 for one Dodge Charger Patrol Unit.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the bids to purchase one Ford Utility Police Interceptor from Soo Motors Inc. at the price of \$30,240 including the \$1,000 trade-in of a 2005 Dodge 1500 and to purchase one Dodge Charger Patrol Unit from O'Connor Chrysler Dodge Jeep Ram at the price of \$23,215 including the trade-in of \$1,900 of a 2012 Dodge Charger. On a voice vote, the motion CARRIED.

Surveyor – Plat Books

The Committee reviewed the service agreement to purchase and publish a 2018 Plat Book for Chippewa County; Mr. Karr is recommending 1500 books (\$20,250) and letting them sell the advertising this time around, as it is a more cost effective for the County to go this route, this time. He also recommended leaving the pricing at \$39.00 each. Previously 4-H through Co-op Extension sold the advertisements, the Committee asked for the information on prior sales and profit.

Note: 2013 the Plat Book Advertisement Sales brought in \$5,041.50 in profit for the 4-H program after expenses.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve the creation and publishing of 1,500 County Plat Books through *MappingSolutions*; 1500 books at 13.50 each totaling \$20,250 for the initial order. On a voice vote, the motion CARRIED.

Sheriff Department – Birddog Services

The Committee reviewed and authorized an agreement between the Chippewa County Sheriff and Birddog Services to provide civil processing services until December 31, 2020. Compensation determined by mileage and the number of papers served by Birddog Services, with monthly billing and payments.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the Agreement between the Chippewa County Sheriff and Birddog Services, to provide civil processing services until December 31, 2020.

Health Department – Pink Ribbon Expenditures

The Committee reviewed three Pink Ribbon expenditures, which is all donated funds for those clients diagnosed with breast and/or cervical cancer requiring assistance with travel and lodging related to treatment may apply for assistance, following policy 1.99.013.

It was moved by Commissioner McLean, supported by Commissioner Mclean, to approve the Pink Ribbon expenditures 18-01 for \$395.32; 18-02 for \$2,196.73 and 18-03 for 1,864.14 as presented following policy 1.99-013. On a voice vote, the motion CARRIED.

Health Department – Community Health Services Policy Updates

The Committee reviewed seven policy updates for the Maternal Infant Health Program regarding staffing, emergency procedures, screening MIHP clients, assignment of Case Managers, Transportation, transfer of records and quality assurance. These changes were put into place based on Indicator 7, 18, 27, 29, 54, 57, and 66; indicators are rules and procedures that are updated and changed to meet program requirements.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve and authorize the policy changes to the following Maternal Infant Health Program:

- MIHP Staffing 7.01.039
- MIHP Emergency Procedures 7.01.014
- MIHP Screening MIHP Clients 7.01.037
- MIHP Assignment of Case Manager 7.01.018
- MIHP transportation 7.01.010
- MIHP Transfer of Records 7.01.001
- MIHP Quality Assurance 7.01.013

On a voice vote, the motion CARRIED.

Health Department – – DS Tech – Backup & Disaster Recovery Server

The Committee reviewed a request to replace a server that recently went down for a day and a half. The Committee was given two options to replace one at \$3,500 with smaller capacity and is not upgradable. Another at \$4,500 and is upgradable with hourly back-ups, and cost less to upgrade, if necessary. The backup & Disaster Recovery pricing would be a \$450.00 per month recurring charge.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the purchase from DS Tech for the 6TB Backup & Disaster Recovery Appliance (server) and monthly service agreement; the server costing \$4,500 and monthly maintenance \$450.00. On a voice vote, the motion CARRIED.

Health Department – Netsmart Amendment

The Committee reviewed information regarding Netsmart which runs Insight the Health Departments billing system. The terms of the amendment renewal were renegotiated by Deputy Health Officer Lana Forrest and Administrator German; the three year amendment will state incremental increases of 1.5% and a new invoice will be provided.

In was moved by Commissioner McLean, supported by Commissioner Egan, to approve the Netsmart Amendment as renegotiated with 1.5% incremental increase for the 2018, 2019 and 2020 billings. On a voice vote, the motion CARRIED.

Health Department – SSM Tribe – 2% Funding – Hospice Services

The Committee reviewed the 2% Funding Request for Hospices Services in the amount of \$10,000.00

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize the 2% Request to the Sault Ste. Marie Tribe of Chippewa Indians for Hospice Services. 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 December and January bills and payroll as follow: the general claims totaling \$1,530,777.03, other fund claims \$823,248.31, payroll \$1,110,500.52, Health Department claims \$540,190.33 and Health Department payroll \$415,233.81; total claims \$4,414,454.65 and vouchers H-1 through H-576. On a voice vote, the motion CARRIED.

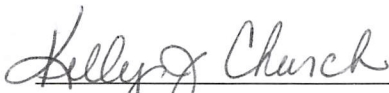
Committee/Chairperson Comments

Commissioner Savoie wanted to let the Committee know that negotiations are rough. Chairman Martin briefly discussed the federal government shutdown.

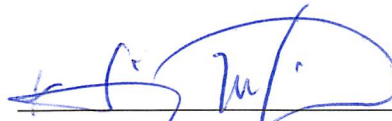
Adjourn

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

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



Kelly J. Church, Recorder



Jim Martin, Chairman.