

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

July 15, 2019

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Monday, July 15, 2019 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 3:02 p.m. with a quorum present.

MEMBERS PRESENT: Jim Martin, Don McLean and Robert Savoie

MEMBERS ABSENT: Scott Shackleton and Conor Egan

OTHERS PRESENT: Joyce Karr, Heidi Bailey, Charity Zimmerman, Karen Senkus, Lana Forrest, Jennifer Pierce, Sheriff Mike Bitnar, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner McLean, supported by Commissioner Savoie, 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 Treasurer's Investment reports, the monthly travel report, and the Health Departments Health Care First summary; the VISA billing, and prescription savings report from 44 North.

AGENDA ITEMS

Health Department – Social Worker/RN Search update

Discussion was held regarding the importance of continued recruiting for a master's of social work (MSW) employee and additional advertising will be done at several other universities. It was noted that while a bachelor's degree of various types, with a minimum one year in a healthcare setting and MSW oversight, will fulfill the Hospice Condition of Participation social work component if an MSW cannot be found. It was determined the MSW wage will be increased and become a full-time position with benefits. A positive article explaining the benefits of home health and hospice will be placed in the Soo News, and a headhunter will be contacted to assist in recruitment. If recruitment is unsuccessful by July 31st, a meeting will be scheduled to discuss other options with the Board.

It was moved by Commissioner McLean, supported by Commissioner Martin, to continue and heighten the search, changing the position to full-time with benefits; with wages negotiable, based on experience between \$50,000 and \$80,000. On a voice vote, the motion **CARRIED**. (2-1 Commissioner Savoie recusing himself from the vote on this matter)

Public Defender – RFQ Private Investigators – no bids were received

The Committee took no additional action on the Private Investigator RFQ for the Public Defender's Office; as this was the second time it was advertised with no response.

Sheriff Department

Release RFQ for ORV Side-by-Side

The Sheriff's Department presented an RFQ for a Side-by-Side ORV with trade-in to be released, the ORV to be purchased with Stonegarden grant monies. After a brief discussion the Sheriff was asked to update the RFQ description and options.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the RFQ for Sheriff Department ORV as presented. After discussion the motion was amended to update the RFQ's description and options. On a voice vote, the motion CARRIED.

Albert Billing – Authorized budgeted equipment installation

The Committee reviewed an authorized and budgeted invoice to have a cooling unit added to the kitchen area of the jail.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the Albert Heating & Cooling invoice in the amount of \$11,312.00, and to waive the County purchasing policy. On a voice vote, the motion carried.

Correctional Healthcare Companies – Inmate Health

The Committee reviewed the renewal from Correction Healthcare Companies, LLC; who provide the inmate health care; this renewal effective October 3, 2019 to October 2, 2020, the agreement increasing by the consumer Price Index by 2.3%, or \$21,653.12 per month and \$259,837.44 annually.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to renew the Agreement with Correctional Healthcare Companies, LLC; starting October 3, 2019 through October 2, 2020; at the price of \$21,653.12 monthly for inmate health care. On a voice vote, the motion CARRIED.

Information Systems – Update on security upgrades and changes

The Committee reviewed information and was briefed on a ransomware virus infection at the Health Department on July 1, 2019; by a 'triple-threat' – Emotet and TrickBot trojans, as well as the Ryuk ransomware. DSTech immediately took action and the risk of re-infection was very low by the end of the same day. Security tools to bring the County apple-to-apples with the Health Department including Elite monitoring on servers, cloud content filtering, advanced ransomware prevention, dark web scan daily, remote PC access available for additional office users via Continuum/LogMeIn and Phishing email testing and security-awareness training; would need to be added at the cost of an additional \$337.35 per month (total cost \$2,963.37 per month). Additional recommendations to upgrade the email security and continuity of an additional \$279 per month; also recommended quarterly at \$500 per quarter is labor block to perform a quarterly audit. The County also needs to add BDR which the Health Department already has; this are all monthly charges that can be adjusted and or changed.

<u>County</u>		<u>CCHD</u>	
Current Cost/month	\$2,625.99	Current Cost/month	\$1,994.00
Add to match CCHD	337.35	Add Email Security	182.00
Add Email Security	372.00		
Add Backup	300.00		
Add BDR/month	1,100.00		
Add Qrtly Labor Block	500.00	Add Qrtly Labor Block	<u>500.00</u>
Add BDR (1X cost)	<u>\$5977.50</u>		
New cost/month	\$4,735.34/month	New cost/month	\$2,176.00/month
	\$ 500.00/quarterly		\$ 500.00/quarterly
	\$5,977.50 BDR purchase		

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize the new services and necessary documents from DS Tech; to increase the security of the systems, to update the County's security to match the Health Departments; new cost for the County \$4,342.34 per month; \$500.00 quarterly and a one-time purchase for the BDR of \$5,977.50 and to authorize the Health Departments monthly cost to \$2,176.00 and \$500.00 quarterly, waiving the County purchasing policy on the BDR. On a voice vote, the motion CARRIED.

Information Systems – BS&A – Equalization additional training

The Committee reviewed a proposal for additional fall training for the Equalization Department from BS&A.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize two days of training from BS&A for the Equalization Department. On a voice vote, the motion CARRIED.

Administration – CDBG-MEDC Program Income Certification

The Committee was updated on the annual program income monies; this the County received \$41,129.91 between July 1, 2018 and June 30, 2019. These monies will be returned to the MEDC-CDBG Program since we received more than \$35,000.00 during the program year.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize sending in the Program Income Certification Form 8-H, indicating PI received between July 1, 2018 and June 30, 2019, is \$41,129.91, which will be returned to the MEDC-CDBG Program, as it exceeds the \$35,000 threshold established by the MEDC. On a voice vote, the motion CARRIED.

Administration – NorthCare Network

91st District Sobriety Court

County (50% pass through)

The Committee reviewed two requests to NorthCare Network for FY20 Liquor Tax Funds Request; one from 91st District Sobriety Court for \$10,000.00 and one regarding the 50% pass through of funds to continue to provide services to prevent, provide treatment and seek recovery for citizens of Chippewa County through NorthCare Networks.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize the requests from 91st District Sobriety County of \$10,000 and the 50% pass-through from the County to NorthCare Networks – Substance Use Disorders – FY20 Liquor Tax Funds. renewal contract with Thomson Reuters (West Law) for the Patron Access-Law Library at the current price of \$378.18 per month a three year contract; with the 3% year over year increase during the term. On a voice vote, the motion CARRIED.

Administration – Anderson, Tackman & Co – Audit Contract Extension

The Committee reviewed the contract renewal from Anderson, Tackman & Co, to extent their service contracts for the County and Health Department audits; \$25,900 per year for FY2019, FY2020 and FY2021 for the County and \$7,400 per year for the Health Department.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize and approve the service contract extension for Anderson, Tackman & Co., to complete the audits for FY19, FY20 and FY21 for the County at a price not to exceed \$25,900 per year and a price not to exceed \$7,400 for the Health Department. On a voice vote, the motion CARRIED.

Administration – August Finance and Board dates and times

Due to scheduling conflicts the August meetings will be August 15th at 12:00 noon for Finance in the Circuit Courtroom and August 22nd at 12:00 noon in the District Courtroom.

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 June bills and payroll as follow: the general claims totaling \$335,046.15, other fund claims \$676,144.53 payroll \$503,015.00, Health Department claims \$299,225.84 and Health Department payroll \$117,218.43 total claims \$1,930,649.95 and vouchers H-1 through H-265. On a voice vote, the motion CARRIED.

Finance – Beginning Fund Balances to Audit

The Committee reviewed the beginning fund balances based on the FYE 12/31/18 audit.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the beginning fund balances as presented from the FY2018 Audit. On a voice vote, the motion was CARRIED. (See attached)

Committee Comments

No additional comments.

Chairperson’s Comments

No additional comments.

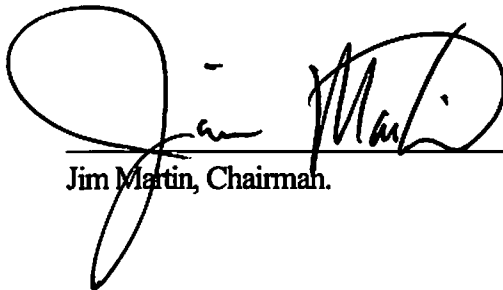
Adjourn

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

Chairman Martin declared the meeting adjourned at 4:10 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairmah.