

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

September 7, 2017

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, September 7, 2017 at the Chippewa County Courthouse 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, Don McLean and Bobby Savoie

MEMBERS ABSENT: Scott Shackleton and Conor Egan

OTHERS PRESENT: Lana Forrest, Christine Lundquist, Karen Senkus, Nancy Miller, Heidi Bailey, Carol Murray, Karl Monroe, Dana Sanderson, Chuck Leonhardt 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 the Treasurer's Investment report, the monthly travel report, the monthly Visa billing statement, and reports from the Health Departments billing systems (Carefacts and Health Care First).

AGENDA ITEMS

Hospice Nurse Discussion

Nancy Miller, the Hospice Board President addressed the Finance Committee regarding a potential opportunity for Hospice and the Chippewa County Health Department to work together in order to obtain a Hospice Admissions Nurse; as Hospice is aware of the difficulties of hiring nurses in the EUP area. Hospice would be willing to pay the difference of approximately \$4.00 per hour for this particular nurse, so that the rate of pay would be \$25.00/hour. Ms. Miller explained that asking the nurse to go back to the starting pay, would be considered insulting and that she had spoken with all the Health Department nurses who stated "anything you can do to help us". Health Officer Karen Senkus spoke on behalf of the Health Department, explaining that she is not comfortable with this as it is a new position, which would need to go to Personnel, and could have a bearing on current Union position descriptions and future negotiations. Discussion followed regarding former employees coming back to work at their prior positions, all come back at a much lower pay; concerns for the Unions involvement and it was clear everyone understood the importance of Hospice and the work they do for our community and their families. No action was taken and both sides agreed to sit down and come back to the Committee with a recommendation in place.

Health Department FY2017 Amended Budget

The Committee reviewed the Health Department's FYE 9/30/2017 budget with Chuck Leonhardt and were asked to make the following year end amendments.

	2017 Initial	2017 Amended	2017 Adjustment
Budgeted Revenues			
Fees and Collections	4,263,405	4,266,663	3,258
Cost Settlements	303,284	532,745	229,461
Other Funding (Local and Reimbursements)	404,430	377,387	(27,043)
Federal and State Funding	861,052	898,800	37,748
State - Cost Sharing	295,584	295,584	-
Other Grants	354,510	404,829	50,319
Total Revenue	6,482,265	6,776,008	293,743
Expenditures			
Health and Welfare:			
Salaries and wages	2,441,788	2,363,922	(77,866)
Fringes	1,841,159	1,825,204	(15,955)
Supplies	407,934	444,642	36,708
State Supplied Vaccines			-
Training	6,970	7,735	765
Consultant services	27,335	19,653	(7,682)
Contractual services	938,575	1,001,005	62,430
Communications	57,903	93,065	35,162
Travel	127,891	140,032	12,141
Space	58,316	68,103	9,787
ADP System	10,480	2,790	(7,690)
Capital Outlay		9,770	9,770
Miscellaneous	563,921	792,342	228,421
Total Expenditures	6,482,272	6,768,263	285,991
Excess (Deficiency) of Revenue over Expenditures	\$ (7)	\$ 7,745	\$ 7,752

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the FYE9/30/2017 Budget Adjustments as presented. On a voice vote, the motion CARRIED.

Health Department FYE 9/30/2018

Chuck Leonhardt brought the Chippewa County Health Department budget for FYE 9/30/2018 from last month and provided several options to come up with a balanced budget. The options were to use fund balance and approve a deficit budget, which is not the past practice of the Board; to increase Home Health revenue; increase cost sharing; increase Environment Health fees; lower the OPEB amount; increase the Health care discount through the County budget; and/or increase the County allocation; as \$160,354 deficit needs to be addressed. Discussion followed including being proactive on staff to generate more revenue, monitoring the budget bi-monthly and to have the Personnel changes go to the Personnel Committee prior to enacting the positions changes, knowing the monies were included in the FYE 9/30/2018 budget.

	2014 Amount	2015 Amount	2016 Amount	June 30, 2017 Projection	2018
Budgeted Revenues					
Fees and Collections	4,381,071	4,338,025	3,986,746	2,392,627	4,360,710
Cost Settlements	329,362	565,466	331,724	432,603	401,957
Other Funding	233,609	210,500	219,196	271,593	220,869
Federal and State Funding	783,605	737,927	702,489	395,306	863,641
State - Cost Sharing	271,092	271,082	286,729	211,208	309,751
Other Grants	333,846	402,184	464,370	270,523	411,342
Total Revenue	6,332,585	6,525,184	5,991,254	3,973,860	6,568,270
Expenditures					
Health and Welfare:					
Salaries and wages	2,575,916	2,605,379	2,524,646	1,790,262	2,450,975
Fringes	2,006,863	1,694,182	1,747,940	1,342,787	1,883,360
Supplies	423,529	508,969	526,954	294,545	388,103
State Supplied Vaccines	68,719				
Training	8,929	9,418	7,260	4,235	4,978
Consultant services	31,276	31,776	22,184	17,662	21,310
Contractual services	1,005,125	889,257	946,285	740,366	1,050,273
Communications	61,435	61,576	72,421	67,148	92,783
Travel	131,603	132,582	133,704	97,215	147,476
Space	57,136	58,127	59,154	42,453	58,261
ADP System	11,800	4,365	4,384	2,786	8,080
Capital Outlay	-	-	-	-	6,200
Miscellaneous	281,276	517,837	937,944	221,318	616,825
Write Off's Discovered in 2016 recorded back to 2015		337,314			
Total Expenditures	6,663,607	6,850,782	6,982,876	4,620,777	6,728,624
Excess (Deficiency) of Revenue over Expenditures	\$ (331,022)	\$ (325,598)	\$ (991,622)	\$ (646,917)	\$ (160,354)

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the FYE 9/30/2018 budget and to balance through the following options:

- **Increase Home Health Revenue to 3.5% - \$75,000.00**
- **Increase Environmental Health fees by 3% - \$7,000**
- **Increase Cost Sharing - \$25,000**
- **Increase County Allocation and health care discount - \$54,000**

and that the positions changes that were indicated for the FY2017-2018 budget, first will go to the Personnel Committee for final authorization. On a voice vote, the motion CARRIED.

Health Department Financial Policy – Cost Allocation

The Committee reviewed the Cost Allocation Financial Policy which needs to be formally approved; determining that all costs are reasonable, allowable and allocated in a consistent manner across all programs of the Health Department.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve Financial Policy 2.02.002 for Cost Allocation as presented. On a voice vote, the motion CARRIED.

Health Department Clinical Policy – Vaccine Administration

The Committee reviewed the Vaccine Administration Clinical Policy, which needs to be approved to define the process for the safe administration of immunizations at the Sault Health Adolescent Care Center (SHACC) and off-site immunizations health fairs.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve Clinical Policy 7.01.042 Vaccine Administration as presented. On a voice vote, the motion CARRIED.

Health Department – Home Health Copier Quote Summary

The Committee reviewed a quote summary for the purchase of a copier/printer/scanner/fax machine; two quotes were sought and the quote was broke down for review. It was determined that the additional drawers were not needed but stapling was needed and the quotes included maintenance based on clicks per month.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize the low bid from Sault Printing for a Ricoh MP 3555SP AD (ARDF); with a stapling finisher for \$7,784.00; including maintenance estimated at \$56.00/month for 7,000 clicks. On a voice vote, the motion CARRIED.

Health Department Cost Report Preparation Bid Summary

The Committee reviewed a the bid summary for the Health Department Cost Report Preparation; two quote met bid specifications, and one was eliminated due to not receiving a sealed bid. The request was for a three-year price including FY17, FY18 and FY19.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the low bid from Plante & Moran PLLC to complete the Cost Report Preparation for FY17, FY18 & FY19, at a cost not to exceed \$19,200, if the cost escalator is utilized by Plante & Moran PLLC. On a voice vote, the motion CARRIED.

Drug Court contracts 10-1-2017 to 9-30-2018

Drug Court Grant

The Committee reviewed the FY2018 Office of Highway Safety Planning grant award notification presented to 50th Circuit court for Hybrid DWI/Drug Court in the amount of \$65,000.00.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to accept and approve the FY2018 Office of Highway Safety Planning grant award presented to 50th Circuit Court for Hybrid DWI/Drug Court in the amount of \$65,000. On a voice vote, the motion CARRIED.

Drug Court – ML Consultant – September 2017 contract (one month)

The Committee reviewed the ML Consultant contract for the month of September 2017; which needs approval due to the resignation of the prior consultant McLean Consulting. The balance of the Drug Court contracts will be presented at the October Finance meeting.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the ML Consultant contract for the month of September 2017 as presented. On a voice vote, the motion CARRIED.

Administration – Bid Summary

4G LTE Modems

The Committee reviewed the bid summary for the purchase eleven modems with antennas and a five-year warranty, it was also noted that an additional installation cost of \$1,200 was being considered for this project.

It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the low bid from DH Wireless Solutions in the amount of \$12,138.20, plus \$1,200.00 to Mark Wilk for installation of 11 modems with antennas. On a voice vote, the motion CARRIED.

Administration – Release Snowplowing Quotations

Snow Plowing and Removal – County Buildings & Animal Shelter

Snow Plowing at 911 Center

The Committee review the snowplowing request for quotations for the County Buildings, Animal Shelter and the 911 Center to be released for the FY17-FY18 season.

It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the release of the Snowplowing and Removal for the County Buildings & Shelter and the Snow Plowing at the 911 Center as presented. On a voice vote, the motion CARRIED.

Administration – Resolutions for Board consideration

17-21 Opting Out of PA 152 of 2011

Opposing Senate Bill 386

No action was taken on these resolutions the Committee briefly discussed and reviewed the annual Opting out of PA 152 of 2011 and their opposition of Senate Bill 386 forwarded by County Treasurer Margie Hank.

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 August bills and payroll as follow: the general claims totaling \$370,038.14, other fund claims \$509,824.59, payroll \$458,310.14, Health Department claims \$288,994.99 and Health Department payroll \$204,530.24; total claims \$1,831,698.10 and vouchers H-1 through H-268. On a voice vote, the motion CARRIED.

Committee/Chairperson Comments

Commissioner McLean stated that we really needed to pay attention to Senate Bill 386; and asked to make sure that contact was made with our State Representatives, as well as, MAC, suggesting that County Treasurer e-mail them, along with the Board approving the Resolution opposing the bill.

Adjourn

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

Chairman Martin declared the meeting adjourned at 6:08 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman