

# **FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES**

**March 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 and Bobby Savoie

**MEMBERS ABSENT:** Conor Egan

**OTHERS PRESENT:** Lana Forrest, Karen Senkus, Michelle Robbins, Tammy Peyton, Margie Hank, Mike Bitnar, Chuck Leonhardt, Joann Galloway, Jim German and Kelly Church

## **Approval of the Agenda**

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve the agenda as amended adding b-iii to Finance –budget amendments, to purchase a solar lantern. 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, and the Health Departments Health Care First summary.

## **AGENDA ITEMS**

### **Administration – Pitney Bowes – Postage Machine Lease - renewal**

The Committee received information on our current lease ending for the Postage Machine, as of 5/28/2018; the Committee was asked to authorize a new 60 month lease, with an increase cost of \$42.00 quarterly. The unit will use the same cartridges and tapes as our current.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize a 60 month lease with Pitney Bowes for a DM400C Digital Mailing System at a quarterly cost of \$455.16. On a voice vote, the motion CARRIED.**

### **Administration – Abilita – Telecommunications system review and recommend**

The Committee reviewed Abilita's master service agreement and 36 month engagement letter; which will be paid 50% of the realized savings. The Committee was advised of the continued issues with AT&T billing, and the many different lines, which we are continually trying to trace and maintain. Abilita is a third party, that works off of percentages saved, and are not a provider themselves – which should help us unravel our current contracts; these services have been recommended by DSTech.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve and authorize the Abilita Master Service Agreement and engagement letter for 36-months, to provide the County with guidance in clarifying its existing contracts and agreements with AT&T; Abilita will receive be paid 50% of the realized savings. On a voice vote, the motion CARRIED.**

### **Administration – Request for Qualifications – Employee Benefit Consultant**

The Committee previously agreed to review its health benefits package provider; to give additional companies the opportunity to provide quotes. In order to be able to handle the group of the County's size and complexity, of what is currently being offered. A Request for Qualifications has been drafted for the Committee's review, any consultant can purchase the health care base plan; so the qualifications were mirrored to provide that same services now, as with a new company in the future. Discussion followed.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to release the Request for Qualifications – Employee Benefit Consultant, as presented. On a voice vote, the motion CARRIED.**

### **Administration – Title III Funding – FY11, 12, 13, 14 & 15**

The Committee was provided information regarding prior Title III funding, to make them aware of a potential future expenditure based on the definitions from Secure Rural Schools and Community Self-Determination Act of 2000, as eligible expenditures cannot be tied back to the funds for each of the years, based on the application completion.

### **Administration – Committed Fund from Fund Balance**

Administrator German, reviewed notes from the County audit regarding the different option to classify monies for future needed expenditures, including repairs, potential revenue losses and outstanding expenditures. He asked that the Committee 'Commit' certain monies from fund balance – definition per audit Committed: This classification includes amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the County. Discussion followed.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to commit 1.65 million from the general fund balance to be used for infrastructure issues, litigation and potential corrective audit issues. On a voice vote, the motion CARRIED.**

### **Surveyor – 2018 Survey and Remonumentation**

The 2018 Survey and Remonumentation Grant from the Office of Land Surveying and Remonumentation was approved at the November 14, 2017 Commission meeting; in the amount of \$120,771 with Chippewa County contributing \$15,000 for total FY2018 project amount of \$135,771.00. Before the Committee are the contracts for the 2018 Remonumentation Program which include:

- \$19,770 for William L. Karr, PS, Sidock Group to oversee administration
- \$35,200 for Rogers Land Surveying to complete 22 corners
- \$75,200 for Sidock Group to complete 47 corners, and
- \$4,000 divided among five Peer Review Surveyor agreements

Peer Review Professional Surveyors:

Jeff Davis, P.S., Great Lakes Surveying;

Neil Hill, P.S., Mackinac Country Land Surveying;

Erik Lewicki, P.S., Foresight Land Surveying;

Larry Rogers, P.S., Rogers Land Surveying

Lawrence Weinreis, P.S., M.D.O.T.;

all the documents need to be approved and authorized for signature by the Committee.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve the Program Representative contract in the amount of \$19,770 for William L. Karr, PS, Sidock Group; to approve two Monumentation contracts one for \$35,200 for 22 corners to Rogers Land Surveying and another for \$75,200 for 47 corners to Sidock Group; and to approve five Professional Service Agreements for the Peer Review Surveyors, total not to exceed \$4,000 for the following Surveyors: Jeff Davis, P.S., Great Lakes Surveying; Neil Hill, P.S., Mackinac Country Land Surveying; Erik Lewicki, P.S.; Foresight Land**

**Surveying, Larry Rogers, P.S., Rogers Land Surveying and Lawrence Weinreis, P.S., M.D.O.T. On a voice vote, the motion CARRIED.**

**Drug Court – Redwood Toxicology Laboratory – update & new services**

The Committee reviewed Amendment No. 1 to the Contract by and between Chippewa County 50<sup>th</sup> Circuit Drug Court and Redwood Toxicology Laboratory, Inc. – for Drug Court Services.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve Amendment No. 1 with Redwood Toxicology Laboratory, Inc., for additional Drug Court services. On a voice vote, the motion CARRIED.**

**Health Department – 2017 Annual Report**

The Committee reviewed the Chippewa County Health Department – 2017 Annual Report.

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve and authorize the release of the Chippewa County Health Department 2017 Annual Report. On a voice vote, the motion CARRIED.**

**Health Department – Plan of Organization**

The Committee reviewed the Chippewa County Health Department – Plan of Organization which needs approval by the Health Officer and the chair; and is required to be submitted to MDHHS with the LHD Plan of Organization.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to approve and authorize signatures of the Health Officer and the Chair, for the Chippewa County Health Department Plan of Organization; to be submitted to the MDHHS. On a voice vote, the motion CARRIED.**

**Health Department – Teamsters Local 406 Contract**

The Committee was given a brief verbal review of the Teamsters negotiation, settlement and ratification. Teamsters will receive 2.5% over the next 4 year contract (1%, 1.5%, 0% & wage reopener); discussion regarding health care and retirees was brought up as the Union will not represent retirees; which led to talk of 80/20 for health care premiums; and the need to continue to work together to maintain the benefits.

**In was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve the Teamsters Local 406 contract as negotiated and ratified, a 4 year contract with a 2 1/2 % increase (1%, 1.5%, 0% & wage reopener). 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 February bills and payroll as follow: the general claims totaling \$253,332.31, other fund claims \$404,704.68, payroll \$457,975.36, Health Department claims \$270,211.64 and Health Department payroll \$246,202.02; total claims \$1,632,426.01 and vouchers H-1 through H-259. On a voice vote, the motion CARRIED.**

**FINANCE – Budget Amendments – Salvage Inspection 259-000-979.000 - \$\$2,348.00**

The Committee review a request to purchase an Eagle II radar from Kustoms Inc to replace an older model which is less effective, and to authorize a budget amendment, in the amount of the cost of the radar, \$2,348.00 from the Salvage Inspection fund.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the purchase from Kustoms Inc of an Eagle II radar in the amount of \$2,348 and to approve the budget amendment. On a voice vote, the motion CARRIED.**

**FINANCE – Budget Amendments – Support Coordinator 101-230-957.000 - \$1,200.00**

The Committee reviewed an approved Career Development Plan for Support Coordinator Franci DeCoe; per the AFSCME contract the County will appropriate \$2,400 annually; this request is for \$1,200 and to make the appropriate budget adjustment for the Career Development Plan.

**It was moved by Commissioner McLean, supported by Commissioner Savoie, to authorize the Career Development Plan for Support Coordinator Franci DeCoe, and to make the appropriate budget adjustment. On a voice vote, the motion CARRIED.**

**FINANCE – Budget Amendments – Sheriff Special Projects – 268-000-979.000 - \$1,004.00**

The Committee was given information on a safety light in Barbeau that was replaced to keep snowmobilers away from open waters. The purchase was approved by Administration; but a budget amendment is necessary to charge 268-000-979.000 equipment line in the amount of \$1,004.00.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the budget amendment for 268-000-979.000 in the amount of \$1,004.00 for the purchase of the replacement solar lantern. On a voice vote, the motion CARRIED.**

**Committee/Chairperson Comments**

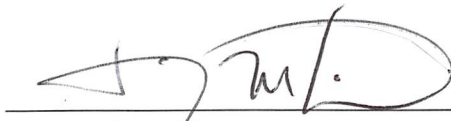
Administrator German addressed the Committee briefly regarding the upcoming arbitration with POAM; Commissioners discussed the unfortunate realization that people are the most costly to run an organization. Administrator German also updated the Committee on the Courthouse canopy project for the handicapped ramp area; only one bid was received and due to the timing and the lighter winter snow; the project is going to be delayed and re-evaluated. Discussion followed.

**Adjourn**

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie to adjourn.**

Chairman Martin declared the meeting adjourned at 6:10 p.m.

  
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Kelly J. Church, Recorder

  
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Jim Martin, Chairman.