

Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee

**Meeting Minutes
January 17th, 2017**

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Tuesday, at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Egan called the meeting to order at 1:00 p.m. with a quorum present.

MEMBERS PRESENT: Conor Egan, Scott Shackleton and Robert Savoie

MEMBERS ABSENT: None

OTHERS PRESENT: Kelly Church, Jim German and Rob Stratton.

Additions / Deletions to the Agenda

None

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

Public Comment

None

Agenda Items

Special Prosecutor

The Committee received notice that the County may need to hire a special prosecutor to clear up conflict cases due to the Public Defender being elected to the Prosecutor, there are potentially eighty-seven cases are involved. The Committee indicated that it was the best interest of the Community to resolve these cases, cost effectively, and to establish a pay structure and billing requirements, if a special prosecutor is hired. Administration, along with the Public Defender and Prosecutor will be working on ways to get the number of cases reduced down.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to authorize \$10,000 to hire a special prosecutor to close the conflict cases left open, the agreement for the special prosecutor should include the pay structure and billing requirements for the cases. On a voice vote, the motion CARRIED.

Public Defender Recommendation

Administrator German explained there was a problem that the State had been notified about in regard to conflicts cases. He further explained until the issue was resolved he would not be hiring an assistant Public Defender and that money would go to contract attorneys on a rotating basis. No action was taken.

CCHD Updated

The Committee was updated on Administration strategy on various Health Department issues. Hopefully a more detailed report will be completed in the coming months. No action was taken.

CCHD Gift Policy

The Committee was updated the current gift policy for CCHD. It was discussed about the relationships between the care giver and the patient and if small gift cards or other handmade items should be able to be accepted. Current policy would have this issue come before the Commission. The idea of the Health Officer making the decision on if the caregiver can keep the gift was discussed.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton to change the CCHD Policy 3.03.011 Gifts to Employees/Non-Solicitation. See attached. On a voice vote, the motion CARRIED.

CCHD Pink Ribbon Policy

Donations out of the Pink Ribbon fund at CCHD were discussed. It was thought that these donation that help people with related expenses for different type of cancer should come before the Board of Commissioners.

It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to have all Pink Ribbon request come before the County Board. On a voice vote, the motion CARRIED.

Committee and Chair Comments

The Committee had no additional comments.

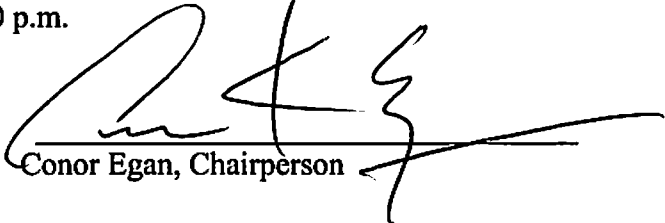
Adjourn

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to adjourn the meeting. On a voice vote, the motion was CARRIED.

Chairperson Egan declared the meeting adjourned at 2:30 p.m.



Jim German, Administrator



Conor Egan, Chairperson

HUMAN RESOURCES POLICY

Category:	Responsibilities	Number:	3.03.011
Subject:	Gifts to Employees/Non-Solicitation	Effective Date:	2/13/2017
Applicability:	All Staff	Supersedes:	5/29/2009; 11/11/94

Page 1 of 1

PURPOSE:

To provide direction for employees who are offered gifts from an organization or client/family and for non-solicitation of client/family.

POLICY:

1. Employees or their families may not accept monetary gifts of any amount including gift cards, small, personal gifts may be accepted from any organization or client/family with Health Officer approval.
2. If the employee should receive a personal gift by mail at home or at the office, he/she should notify their immediate supervisor.
3. Any questions regarding interpretation of the gift policy should be referred to an employee's immediate supervisor.
4. Employees must not solicit contributions of any kind, accept gifts or other gratuities, attempt the sale of any type of merchandise or service, or seek to encourage the acceptance of any particular belief or philosophy while making calls or visits to client.
5. A report to the full Board of Commissioners shall be presented annually.

ADMINISTRATIVE POLICY

Category:	Miscellaneous	Number:	1.99.013
Subject:	Information, Assistance & Advocacy	Effective Date:	February 13, 2017
Applicability:	All Staff	Supersedes:	05/27/11; 10/29/10
Prepared On:		Page 1 of 1	

PURPOSE:

Establish a guideline for the distribution of the Pink Ribbon Golf Tournament funds.

POLICY:

Funds available through the Pink Ribbon Golf Tournament fundraiser and other fundraisers shall be utilized to assist with necessary expenses that are not otherwise covered under BCCCP, Family Planning, and BCCCP/FP.

PROCEDURE:

1. Funding requests will be approved by the County Commission and reported at the monthly County Finance Committee meeting.
2. All billing for prescreening will be at the Medicaid reimbursement rate.
3. **CCHD Family Planning clients under the age of 40**, with no insurance, or insurance that does not cover **diagnostic** mammograms/ultrasounds will be considered eligible clients if an examination by CCHD medical personnel indicated these tests are required. Only services leading up to a cancer diagnosis are eligible for consideration, including pre-screening labs and/or x-rays will be covered that pertain to breast and cervical cancer testing.
4. **For BCCCP clients between the ages of 40-49** that are screened to be low risk, CCHD will utilize Family Planning/Well Woman funding for physicals by CCHD providers, billing all applicable insurance. CCHD can use Pink Ribbon funding for the client's mammogram.
5. Those clients diagnosed with breast and/or cervical cancer requiring assistance with travel and lodging related to treatment may apply for assistance. Mileage will be paid at the IRS allowable amount for medical mileage. .
6. **BCCCP clients requiring prescreening testing** prior to their mammogram that is not covered through the BCCCP program, may be considered for payment (e.g. x-rays, blood work and/or biopsies).