FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

November 10, 2026

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, November 10, 2026, at the Chippewa County Building in Sault Ste. Marie, Michigan. Finance Chairman Shackleton called the meeting to order at 4:30 p.m. and began the meeting with a quorum present.

MEMBERS PRESENT: Scott Shackleton, Jim Martin, Damon Lieurance, Jim Traynor, and Justin Knepper

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, Anthony Zakic, Ryan Hering, Cady Bauers, and Kelly Church

Approval of the Agenda

It was moved by Commissioner Lieurance, supported by Commissioner Martin, 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 reviewed the County Treasurer's report, travel requests and the quarterly DTRF/OPEB report. No action is required.

AGENDA ITEMS

Health Department – Additional Funding $6,377.00 to CO-2027 BioNine (a 9-month Public Health Emergency Preparedness (PHEP) project

The Committee reviewed a notice of award from the Department of Health and Human Services Bureau of Emergency Preparedness for an additional $6,377.00 to be added to the current CO-2027 BioNine project to the cover the following expenses and activities: $1,099.00 meeting owl; $999.99 portable ID card printer; $1,153.50 GS2300 training for EPC (Emergency Preparedness Coordinator) (travel); $3,125.00 GLHSC (Great Lakes Homeland Security) for EPC and one staff (travel and registration) for the CO-2027 BioNine (a 9-month Public Health Emergency Preparedness (PHEP) project.

It was moved by Commissioner Traynor, supported by Commissioner Knepper, to accept and authorize the DHHS Bureau of Emergency Preparedness additional award of $6,377.00 for the 9-month Public Health Emergency Preparedness (PHEP) project CO-2027 BioNine; for the expenses and travel as reference above. On a voice vote, the motion CARRIED.

Health Department – Policies 4.01.008 Reporting Abuse and Neglect – combines current policies 4.01.001 and 15.00.036

The Committee reviewed policy 4.01.008 Reporting Abuse and Neglect which combines policies 4.01.001 and 15.00.03 into one new policy to streamline processes.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the Health Department policy 4.01.008 Reporting Abuse and Neglect, a policy that combines 4.01.001 and 15.00.03, as presented. On a voice

Health Department – Policies 6.01011 Access to Outside Medical Records (new)
The Committee reviewed new policy 6.01011, a new HIPAA policy regarding access to outside medical records for clinical and medical staff of the Health Department.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the new Policy 6.01011 Access to Outside Medical Records. On a voice vote, the motion CARRIED.

Health Department – Bid Summary HVAC Air Handler and VAV System Refresh Assessment
The Committee reviewed a bid summary for the HVAC Air Handler and VAV System refresh assessment along with the notes and recommendations from Health Department project partner CLM Community Action Agency. This project is to have an existing-condition assessment of the heating, ventilation and air conditioning (HVAC) systems serving the Avery Square's first floor including the Health Department area. Two bids were received and both bids met the deliverables, CLM CAA is recommending OHM Advisors at the cost of $29,000.00 as the controls assessments will not be subbed out by OHM; potential additional work that OHM sited interest and the comprehensive data output necessary to proceed with the next phase of the project. As previously noted, the expenses will be split proportionally, and the Health Department will utilize Public Health Infrastructure Grant monies for their portion of the project.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize the OHM Advisors bid of $29,000.00 based on the recommendation from CLM CAA, to complete the existing-condition assessment of the heating, ventilation and air conditioning (HVAC) systems serving the Avery Square's first floor including the Health Department area, as scoped in the RFP. On a voice vote, the motion CARRIED. (4-1 Commissioner Knepper voting nay)

Circuit Court – SCAO – Michigan Drug Court Grant Program $69,341.00 (accept)
The Committee reviewed the grant document from the Michigan Supreme Court's Drug Court Grant Program, awarding $69,341.00 to the 50th Chippewa County Court – Hybrid/DWI/Drug Court; contract #45109. This agreement covers expenses and services rendered between October 1, 2026, and ending September 30, 2027; with necessary reporting to be completed by the Grant Coordinator, the Committee was also asked to authorize the signature of Irene Semasky 50th Circuit Court Administrator.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize the Agreement between SCAO – Michigan Drug Court Grant Program and 50th Circuit Court – Hybrid DWI/Drug Court in the amount of $69,341.00 and to authorize the signature of 50th Circuit Court Administrator Irene Semasky, as presented. On a voice vote, the motion CARRIED.

Information Systems – Release RFP – Card Reader for HID iclass SE Card from Avigilon and Imprivata Enterprise Access Management
The Committee was asked to release a Request for Proposals for 56 Card Readers that must fit both USB-c and USB-b connections and work with HID iclass SE Cards from Avigilon and with Imprivata Enterprise Access Management.

It was moved by Commissioner Martin, supported by Commissioner Knepper, to approve and authorize the release of the Request for Proposals for the 56 card readers, as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services – Purchase Emergency Management Software 3-year contract with EM1 – total cost $11,000.00 over the three-year period
The Committee reviewed a request from OES Director Postma to purchase a new software program called EM1. That helps emergency managers create local plans and policies for specific plans and exercises, giving them a tool that incorporates national information and uses it for our locals plans. The Committee was asked to approve a 3-year contract with EM1 for the SOLO Tier platform license, with annual anticipated increases of $100.00 per year, the total three-year cost $11,000.00 billed per year and any necessary budget amendments for FY2026.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the purchase for software from EM1 that is utilized to assist Emergency Management to create policies, plans and exercise materials; a three-year contract at the total cost of $11,000.00 and to approve any necessary budget amendments, if necessary for FY2026. On a voice vote, the motion CARRIED.

2027 Remonumentation Grant No. BCC27-17 Application $120,246.00 ($15,000.00 County Contribution) – 50 corners – authorize Chairman Jim Martin's signature

The Committee reviewed the 2027 Grant Application to be submitted to the Office of Land Surveying and Remonumentation. The grant is from 1-1-2027 to 12-31-2027, in the amount of $105,246.00 with Chippewa County contributing $15,000.00 for a total FY2027 project amount of $120,246.00. Fifty (50) corners will be completed in FY2027. The Committee was informed that at the conclusion of the FY2026 Remonumentation Program, that fifty-seven percent (57.6%) of corners in Chippewa County have been visited. Sixteen percent (16.4%) of corners in Chippewa County have coordinated established. The Committee was asked to approve the 2027 Grant Application and to authorize the Chippewa County Chairman's signature, as the Grant Administrator.

It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize signature for Grant No. BCC 27-17 between State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2027 Grant Application to be submitted to the Office of Land Surveying and Remonumentation in the grant amount of $105,246.00. On a voice vote, the motion CARRIED.

Administration – Policies (new)

Whistleblowers Policy No. 414

Website Policies No. 513

The Committee reviewed a new Whistleblower's Policy No. 414 and a set of policies for the updated County Website No. 513; these are County wide policies that have both been reviewed by legal counsel. The Whistleblowers Policy was noted as missing during a recent Health Department accreditation and the Website Policies cover the County's new website refresh with an accessibility statement, privacy policy and terms of use for the County website.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the policies No. 414 Whistleblowers and No. 513 Website policies, as presented. On a voice vote, the motion CARRIED.

Administration – Property Lease – Northern Transitions and Chippewa County Recycling, 4-year lease at $42,000.00 annually

The Committee reviewed the Property Lease between Northern Transitions, Inc, and the County of Chippewa Recycling Committee for renewal. The four-year lease would commence on January 1, 2027, and be in effect until December 31, 2030; with an annual rent of $42,000.00 an increase of $3,000.00 from the prior lease. The increase being due to inflation and the cost of operating.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize signature on the Property Lease between Northern Transitions, Inc, and the County of Chippewa Recycling Committee, a four-year lease with an annual cost of $42,000.00, for a term covering January 1, 2027, through December 31, 2030. On a voice vote, the motion CARRIED.

Administration – Part-time Repair/Trades Specialist 15-25 hours per week @ $25.00 per hour, limited to 1000 hours per MERS limitations

The Committee reviewed a request to hire a part-time County Repair/Trades Specialist to support county facilities and infrastructure through skilled upkeep, repairs, and operational assistance to all County Departments and Buildings. The position would pay $25.00 per hour and be limited to 15-25 hours per week, depending on the needs of the Departments and approved projects. This position will help fill the gaps between daily routine maintenance and needing to call in vendors for repairs. The hours would be charged to the Department the work was being completed in.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize a part-time Repair/Trades Specialist at $25.00 per hour for between 15-25 hours per week, depending on the needs and projects. On a voice vote, the motion CARRIED.

Administration – GASB 75 Report – Actuarial Roll Forward Valuation – Jefferson Solutions, Inc. $5,250.00
The Committee reviewed the proposal/service agreement from Jefferson Solutions, Inc. for a GASB (Governmental Accounting Standards Board) 75 actuarial roll forward valuation at the cost of $5,250.00; which will provide updated assumptions as appropriate for measuring the County's total OPEB (Other Post-Employment Benefits) liability and OPEB expense for the year ending December 31, 2026 and will include all information required for disclosure in the County's financial statements for the year ending December 31, 2026.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve the proposal from Jefferson Solutions, Inc., to provide the GASB 75 Report – Actuarial Roll Forward Valuation for December 31, 2026, at the cost of $5,250.00, as presented and outlined. On a voice vote, the motion CARRIED.

Administration – MMRMA Renewal
Net Asset Distribution/Loss Fund $50,073.00 to Loss Fund
Annual renewal & Contribution FY2027 - $325,320.00 including additional $50,000.00 to Loss Fund
The Committee reviewed information from MMRMA's Chris Katona for the property and liability insurance renewal for FY2027; the net asset distribution of $50,073.00, which is recommended to be returned to the County's loss fund and the proposed contribution for renewal of FY2027 for the County's Property and Liability Insurance including the Health Department is $325,320.00, and the County an additional loss fund contribution of $50,000. Total premium for the year is $325,320.00; with the CCHD portion being $66,249.00. Discussion followed.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize Michigan Municipal Risk Management Authority Coverage Proposal renewal covering January 1, 2027, to January 1, 2028, at the cost of $325,320 and returning the annual net distribution of $50,073.00 to the County's loss fund. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts – October County
It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to recommend the approval of October bills and payroll: general claims $255,225.58, other fund claims $5,042,756.24, payroll $1,224,614.08 total claims $6,522,595.90, budget amendments for 221-628 UP MOM and 221-843 EPC Focus Preparedness and 101-262 Elections, as presented and to acknowledge the various monthly financial reports. On a voice vote, the motion CARRIED.

FY2027 Budget General and Special Funds
General Fund Revenue $17,565,302; expenses $17,555,261 – Excess $10,041 90
Contracts
Contracts.....93
Blue Cross Blue Shield through Acrisure 111
Information Systems requests $190,000.00.....116
Annual Software Support $411,905.56.....118
Equipment requests $547,477.00 120
Two No Bid Chevy Tahoe's – SOM Rate
Fee Changes
Medical Examiner – Cremation permits $50.00
Special Funds Revenue $13,787,465; expenses $14,288,776.....123
Health Department contracts, agreements and equipment.....157

The Committee was given an overview of the proposed FY2027 Budget, the general fund budget was presented showing an overall net revenue of $10,041.00. The Committee was updated on changes and requests of the Departments and Agencies that variances from the prior year, including allocations to the EUP Regional Planning, Chippewa County EDC, Hiawatha Behavioral Health, and the Soil Conservation District. Contracts from within the budget were also disclosed as follows: BCBS via Acrisure; MSUE 4-H Agent, Medical Examiners contracts for Drs. Rechner, Raycraft and Masood; JAVS Maintenance and Support for District and Circuit Courts; the (3) Legal services contracts from Probate-Family Court; Forensic Fluids, Motorola, Colligo – GIS; RAVE Emergency Notification, American Tower, Critical Hiring and Quality Assurance (page 93-94 of this packet). There were no personnel changes for FY2027. The Committee next reviewed the software, hardware and equipment requests, including three vehicles; two utilizing the State of Michigan rate with no bidding required; one which will be bid out. An increased fee was also presented for cremation permits. The County will continue to look for new revenues and continue looking to reduce expenditure to maintain the necessary staffing and to provide the necessary services to the County. The Special Funds were then reviewed from the proposed resolution 2026-40, showing that all funds are not over budget, with several using fund balance for FY2027. Fund 221 the Health Department shows $4,833,036 in revenue and $4,823,229 in expenses increasing the proposed fund balance by $9,807.00; with the Health Departments various grants/funding, technology/software/phones, professional services, training/memberships/licensing/registrations, maintenance/services contracts all listed out for reference on pages 157 to 161 of this packet; which also authorizes the Health Officer's signature. The FY2027 Budget Resolution will be presented to the full Board for final approval, as part of the agenda following the Public Hearing on Thursday, November 12, 2026.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the FY2027 Budgets for the General Fund and Special Funds, as presented, acknowledging the contracts (as referenced above), annual software support, hardware and software requests, equipment requests, and a fee for cremation permits as presented and authorizing Elected and Appointed Officials signatures for items included in the budget documents. On a voice vote, the motion CARRIED.

Committee Comments

The Committee members held a general discussion about zoning/planning, with topics of data centers, windmills including the concerns of water, noise and the electrical grid use; the Committee talked about the unzoned areas within the County. The County currently does not have any legal oversight for zoning, and it was discussed that leaving it at the local (township) units of government was preferred by a couple Committee members. Discussions on other counties having one-year moratoriums and type of content being released by data centers.

Chairman Comments

No additional comments were received.

Adjourn

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to adjourn.

The meeting adjourned at 5:22 p.m.

Kelly J. Church, Recorder

Scott Shackleton, Chairman