CHIPPEWA COUNTY
BOARD OF COMMISSIONERS
PERSONNEL, EQUALIZATION AND APPORTIONMENT/TRANSPORTATION/HEALTH AND SOCIAL SERVICES COMMITTEE
Damon Lieurance, Chairman

NOTICE OF MEETING

The Chippewa County Board of Commissioners' Personnel, Equalization and Apportionment/Transportation/Health and Social Services Committee will hold a regular meeting on Tuesday, December 1, 2026, beginning at 11:00 a.m. in the Chippewa County Administrative Offices, Chippewa County Courthouse in Sault Ste. Marie, Michigan.

TENTATIVE AGENDA

A. CALL TO ORDER AND ROLL CALL

B. ADDITIONS / DELETIONS TO THE AGENDA

C. APPROVAL OF THE AGENDA

D. PUBLIC COMMENTS

E. AGENDA ITEMS

- **a. Personnel**
  1. **Health Department**
     - **a. Health Officer Recruitment and Interview Plan – Page 1**
     - **b. Staffing/Programming – Page 7**
  2. **Building Inspector Options – Page 9**
  3. **Information Systems Staffing**
  4. **Health Insurance Coverage Update/Waiver Form2027 – Page 13**
  5. **Holiday Schedule – Page 14**
- **b. CLOSED SESSION – Collective Bargaining Negotiations pursuant 15.268 (c)**

F. COMMITTEE COMMENTS

G. CHAIRMAN'S COMMENTS

H. ADJOURN

CHIPPEWA COUNTY

HEALTH OFFICER RECRUITMENT & INTERVIEW PLAN

Prepared for: Personnel Committee
Status: Proposed for Review and Approval

PURPOSE

To establish a consistent, fair, and organized recruitment and interview process for selecting the next Chippewa County Health Officer.

1. PROPOSED PERSONNEL COMMITTEE ACTION

The Personnel Committee is requested to review and recommend approval of the following:

- Establish an interview committee to oversee the recruitment and selection process.
- Approve the proposed interview committee membership.
- Approve the proposed interview process and evaluation criteria.
- Authorize the committee to review applications, conduct interviews, and identify finalists.
- Direct that a final recommendation be forwarded to the appropriate appointing authority for consideration.

2. PROPOSED INTERVIEW COMMITTEE

A five-member committee consisting of:

Representation	Responsibility
County Administrator	Committee Chair
Board of Commissioners	One representative
Human Resources	One representative
Health Department	One management or public health representative
Public Health Professional or outside representative	One representative

Committee Responsibilities:

1. Review applications and verify minimum qualifications.
2. Develop and approve interview questions.
3. Conduct first- and second-round interviews.
4. Evaluate and score candidates using a standardized evaluation form.
5. Check references and qualifications.
6. Identify the preferred candidate and submit a recommendation.

The committee should maintain confidentiality of applicant information consistent with applicable law and County policy.

3. PROPOSED RECRUITMENT AND INTERVIEW SCHEDULE

All dates will be established following Personnel Committee approval.

Recruitment Activity	Date
Personnel Committee approval	_____
Interview committee established	_____
Applications reviewed	_____
First-round interviews	_____
Finalists selected	_____
Second-round interviews	_____
Reference and background checks	_____
Final recommendation	_____
Appointment consideration	_____

4. APPLICATION SCREENING

The committee should review applicants based on the following considerations:

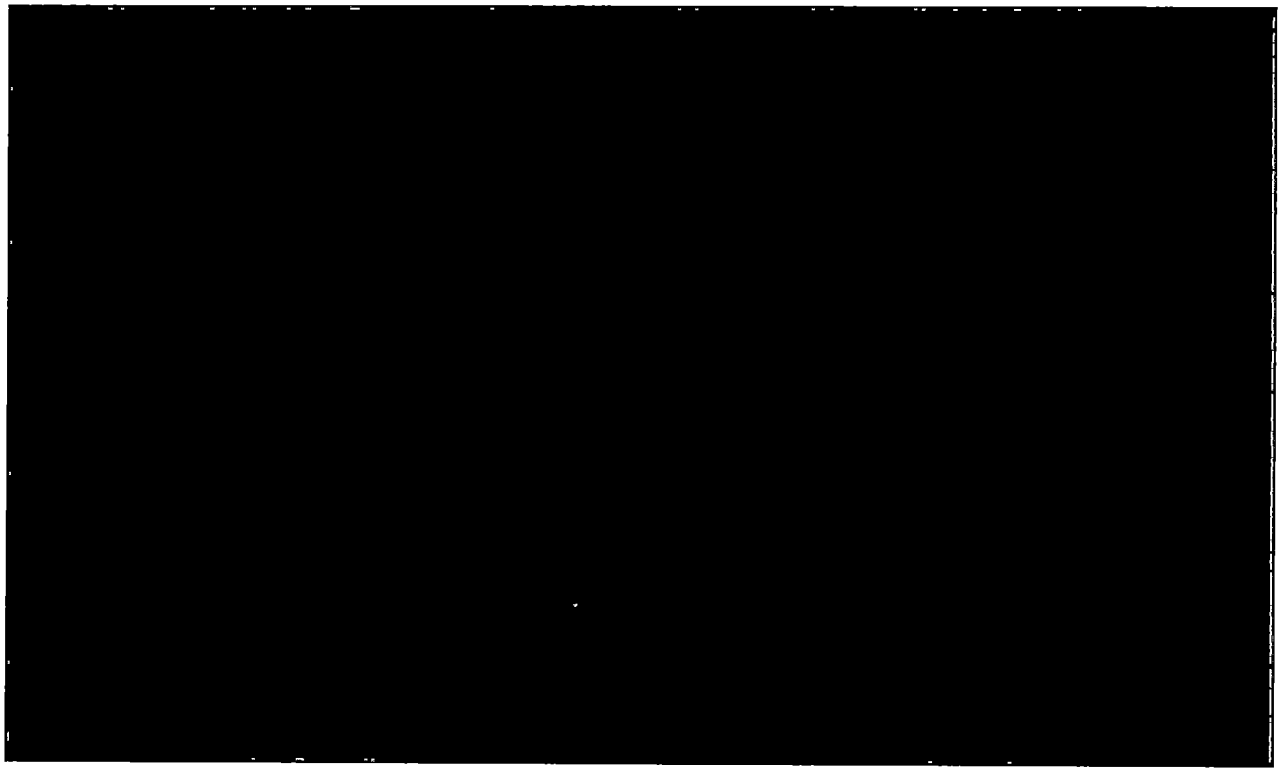
- Required education, training, and professional credentials.
- Relevant public health experience.
- Leadership and supervisory experience.

- Budget, grant, and financial management experience.
- Knowledge of public health laws, regulations, and programs.
- Ability to work effectively with County leadership and community partners.

Applicants who meet the minimum qualifications will be considered for an interview.

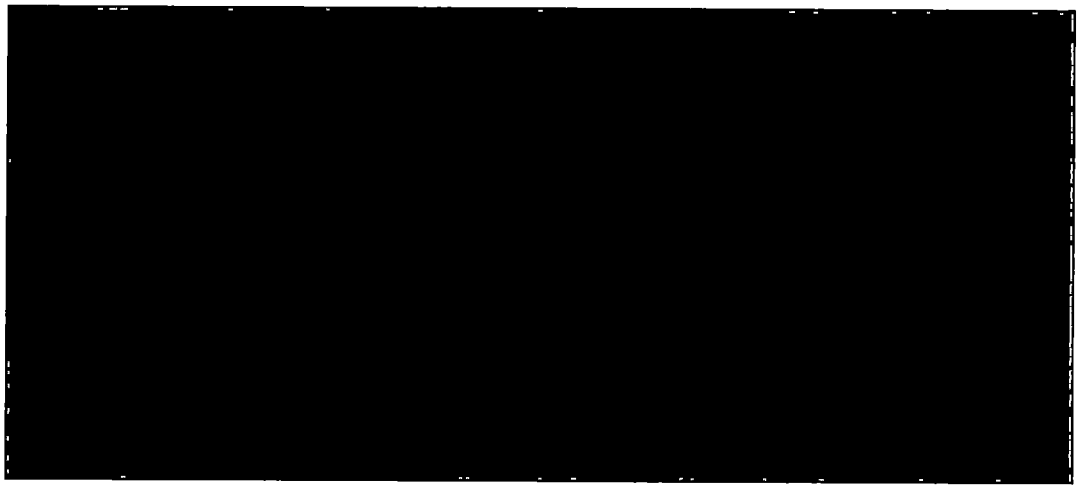
5. FIRST-ROUND INTERVIEW QUESTIONS

The same core questions should be presented to each candidate.



6. SECOND-ROUND INTERVIEW

Finalists will participate in a more detailed interview focusing on:



Finalists may also be asked to provide a brief presentation outlining their priorities for the first year.

7. CANDIDATE EVALUATION SCORING SHEET

Each committee member should independently score candidates.

Evaluation Category	Maximum Points	Score
Education and qualifications	15	____
Leadership and management	20	____
Budget and financial management	15	____
Public health knowledge	15	____
Employee relations	10	____
Communication skills	10	____
Strategic planning	10	____
Government relations	5	____
TOTAL	**100**	____

Candidate Name: _____

Committee Member: _____

Strengths:

_____

_____

Areas of Concern:

_____

_____

Overall Recommendation:

- Strongly Recommend
- Recommend
- Do Not Recommend

8. FINAL SELECTION PROCESS

Following the interviews, the committee will:

1. Review individual scoring sheets.
2. Discuss candidate qualifications and interview results.
3. Identify the preferred candidate.
4. Complete appropriate reference and background checks.
5. Verify professional credentials and statutory qualifications.
6. Submit a written recommendation to the appropriate appointing authority.

The final appointment must follow applicable Michigan law, the Health Department's governing structure, and County procedures. The County should coordinate with MDHHS regarding candidate qualifications and any required credentialing before final appointment.

Michigan requirement: Under MCL 333.2428, a local health officer must be full-time and appointed by the local governing entity. The candidate must also meet Michigan's professional qualifications. MDHHS recommends consulting with the state throughout the appointment process. Its current credentialing guidance indicates that it typically needs 30 days to review a candidate's qualification. This will need to be added to the hiring schedule to avoid any issues.

9. COMMITTEE CHARGE AND EXPECTATIONS

The interview committee is expected to:

- Maintain an objective and professional selection process.
- Apply the same interview questions and scoring standards to all candidates.
- Avoid conflicts of interest.
- Maintain appropriate confidentiality.
- Document the evaluation and selection process.
- Provide a recommendation based on qualifications, experience, leadership ability, and overall suitability for the position.

PROPOSED PERSONNEL COMMITTEE APPROVAL

Recommended Motion:

"Move to recommend approval of the proposed recruitment and interview process for the next Chippewa County Health Officer, including the establishment of a five-member interview committee, the proposed interview procedures, and the standardized candidate evaluation criteria. The committee will be responsible for reviewing applications, conducting interviews, evaluating candidates, and forwarding a recommendation to the full Board of Commissioners for consideration."

NOTE: All recruitment and interview dates will remain open until the Personnel Committee reviews and approves the proposed process.

The County should have HR and the County Attorney verify the applicable Health Officer qualifications, appointment authority, and any Open Meetings Act requirements before recruitment begins.

CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120
Sault Ste. Marie, Michigan 49783

www.chippewahd.com

November 23, 2026

To: Kelly Church, County Administrator; Personnel Committee
From: Karen Senkus, Health Officer KMS

RE: Chippewa County Health Department Personnel and Program Updates

The health department is having difficulty filling nursing positions. With an upcoming retirement at the end of the year, we will be down 2 full-time and 1 part-time Registered Nurses (RN). In addition, there are concerns about meeting new requirements for a program that has employed a Community Health Worker (CHW) for the past three years.

Below is a summary of the programs impacted and proposed plan to address the shortfalls. CCHD must prioritize mandatory over non-mandatory programs and services.

UPMOMS (not mandatory):
Problem: This program employes a community health worker to work directly with pregnant women that have a history of opioid/substance use. This program is funded by UPHP; it's a Medicaid supported program. Upon receipt of the 2027 contract from UPHP (effective 1/1/27) it was noted that the pay/reimbursement structure has changed and will be based upon the number of engaged clients plus a base rate. We have had difficulty maintaining a caseload in this program and have determined that we will not be able to support the community health worker in the same capacity with this change.
Solution: Drop this program and move the CHW that is currently working in it to an open CHW position within the Rural Health Transformation Program. This would be a lateral move for the CHW and would keep her employed full-time. We would work with UPHP to find another provider for the women on this caseload.

Maternal Infant Health Program (MIHP) (not mandatory):
Problem: This program is Medicaid supported and provides nursing and social work services to pregnant women and their infants up to one year of age. Over the years, caseloads have dropped greatly; it has been a struggle to employ a social worker and nurse in the program. The only nurse working in this program is retiring at the end of December. No other nurses work in the program as they are assigned to mandatory programs or other services.
Solution: Inactivate this program on a temporary basis. The program is accredited therefore, MDHHS would be notified of the inability to fill the required nursing position and to consider it inactive. If we fill nursing positions, we could reactivate it once a caseload was established and the nurse went through the proper training. Regarding the current caseload, several cases are ready for discharge and those that remain on the program can be transferred to LMAS for service.

Environmental Health	Main	Personal & Family Hea
Phone: 906-635-3620	Phone: 906-635-1566	Phone: 906-635-357
Fax: 906-253-3140	Fax: 906-253-1466	Fax: 906-635-7081

CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120
Sault Ste. Marie, Michigan 49783

www.chippewahd.com

Harm Reduction, WIC, and Children's Special Health Care:
Problem:
Children's Special Health Care is a mandatory service and is presently being minimally managed by the Nursing Supervisor due to a vacancy since March 2026.

Harm reduction/Hep C management is not mandatory and is being managed by a full-time RN.

WIC is not mandatory however, this program provides an important service to families in the way of supplemental nutrition and brings revenue into the county by way of purchasing groceries. The total WIC food dollars spent in Chippewa County for FY 2026 was $553,858.61. This program is being serviced by 2 RNs, one of which is retiring in December.

Solution: Scale back on harm reduction to 20 hours per week and move that nurse into Children's Special Health Care and WIC the other 20 hours per week. Thereby, keeping harm reduction active.
Harm reduction is the only program that does not require a Registered Nurse. It can be staffed with a Licensed Practical Nurse (LPN), therefore that job posting will be revised to reflect this change.

The current open nursing positions will remain posted until filled.

Environmental Health
Phone: 906-635-3620
Fax: 906-253-3140

Main
Phone: 906-635-1566
Fax: 906-253-1466

Personal & Family Hea
Phone: 906-635-357
Fax: 906-635-7081

CHIPPEWA COUNTY, MICHIGAN
ORDINANCE NO. 2026-01

AN ORDINANCE TO RESCIND CHIPPEWA COUNTY'S ASSUMPTION OF RESPONSIBILITY FOR THE ADMINISTRATION AND ENFORCEMENT OF THE STATE CONSTRUCTION CODE PURSUANT TO 1972 PA 230, AS AMENDED.

WHEREAS, Chippewa County previously adopted an ordinance pursuant to 1972 PA 230, as amended (the Stille-DeRossett-Hale Single State Construction Code Act), assuming responsibility for the administration and enforcement of the State Construction Code within the County (Ordinance 97-3, dated June 9, 1997); and

WHEREAS, the County has historically designated a Building Official to administer and enforce the requirements of the State Construction Code on behalf of Chippewa County; and

WHEREAS, Chippewa County has experienced difficulty recruiting and retaining a qualified replacement Building Official to fulfill the responsibilities required under the Act; and

WHEREAS, the administration and enforcement of the State Construction Code requires appropriately qualified and registered personnel to ensure compliance with applicable state laws and regulations; and

WHEREAS, the Chippewa County Board of Commissioners has determined that the County is unable to adequately maintain this service due to the inability to secure a qualified replacement official; and

WHEREAS, Section 8b(7) of 1972 PA 230 (MCL 125.1508b(7)), authorizes a governmental subdivision to rescind its ordinance assuming responsibility for administration and enforcement of the State Construction Code and transfer that responsibility to the Director of the Michigan Department of Licensing and Regulatory Affairs, subject to the statutory requirements.

NOW, THEREFORE, BE IT ORDAINED, by the Chippewa County Board of Commissioners as follows:

SECTION 1. RESCISSION

Chippewa County hereby rescinds its previously adopted ordinance assuming responsibility for the administration and enforcement of the State Construction Code (Ordinance 97-3, dated June 9, 1997) pursuant to 1972 PA 230, as amended.

SECTION 2. TRANSFER OF RESPONSIBILITY

Pursuant to MCL 125.1508b(7), responsibility for the administration and enforcement of the State Construction Code shall be assumed by the Director of the Michigan Department of

Licensing and Regulatory Affairs (LARA), consistent with the arrangements currently in place for the provision of building code services to Chippewa County, not including Pickford Township.

SECTION 3. EFFECTIVE DATE

This Ordinance shall become effective January 28, 2027, consistent with the transition date identified by the Michigan Department of Licensing and Regulatory Affairs and subject to the applicable requirements of 1972 PA 230, as amended.

SECTION 4. CONTINUATION OF SERVICES

The County acknowledges that the State of Michigan, through the Michigan Department of Licensing and Regulatory Affairs, is currently providing building code services to Chippewa County. Upon the effective date of this Ordinance, the County's responsibility for administering and enforcing the State Construction Code shall cease, and those responsibilities shall continue under the authority of the State as provided by law.

SECTION 5. SEVERABILITY

If any provision of this Ordinance is determined to be invalid, the remaining provisions shall remain in full force and effect.

SECTION 6. PUBLICATION

This Ordinance shall be published in accordance with applicable Michigan law.

ADOPTED by the Chippewa County Board of Commissioners this 18th day of December, 2026.

_____
Jim Martin, Chairperson
Chippewa County Board of Commissioners

ATTEST:

_____
Steven Woodgate
Chippewa County Clerk

I, Steven Woodgate, Clerk of the Chippewa County Board of Commissioners, do hereby certify that the above ordinance was adopted on December 18, 2026, in regular session of the Chippewa County Board of Commissioners.

_____
Steven Woodgate
Chippewa County Clerk

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

November 6, 2026

Kelly Church, Administrator
Chippewa County
319 Court St.
Sault Ste. Marie, MI 49783
kchurch@chippewacountymi.gov

RE: Request for Extension of State Assistance - Chippewa County

Dear Kelly Church:

In response to your October 30, 2026 email requesting the State continue to provide building plan review, permitting, and inspection assistance for the County of Chippewa (County), please accept this as formal notification that the Bureau of Construction Codes (BCC) will provide the requested services effective November 28, 2026 to January 28, 2027. If you choose to recommence code administration and enforcement (A&E) prior to January 28, 2027, you are required to notify the Bureau, in writing, at least 30 days before the date you plan to resume A&E authority. If after January 28, 2027, the County is still unable to administer and enforce the building code (code), the County will need to rescind its ordinance that gives it that authority in order to not violate 1972 PA 230. The State will then permanently administer and enforce the code for the County. If in the future the County wishes to again administer and enforce the code, it can request that authority through the State Construction Code Commission pursuant to 1972 PA 230.

For the extension, any existing permits issued by the County when an inspection is requested, the County shall provide a copy of the permit to the Bureau. The BCC inspector will track the work performed and will continue to inspect on the locally issued permit. As the County would have already collected the applicable permit fees, BCC will invoice the County at our fee rates for the itemized services allowable for each permit. The County will be responsible for payment and will need to seek reimbursement from the permit holder for any additional fees. **For the invoicing, please provide a contact name and appropriate address to the Bureau's Building Trades Section at LARA-BCC-BuildingTrades@michigan.gov.**

The primary building inspector assigned to your area is Chuck Erickson 231-360-7386. For questions regarding our services, you may contact the applicable Section as indicated below.

Building Section	(517) 241-9313, option 2; bccbldg2@michigan.gov
Plan Review & Permits Program	(517) 241-9313, option 2; bccpermits@michigan.gov

The Bureau looks forward to working with you. If you have any questions regarding your request for assistance, do not hesitate to contact me by emailing LARA-BCC-BuildingTrades@michigan.gov or calling 517-241-9313, option 2.

Sincerely,

Rochelle Brininstool

Rochelle Brininstool, Departmental Analyst
Bureau of Construction Codes
Building Trades Section

cc: BCC Building Section
Plan Review & Permit Programs

CHIPPEWA COUNTY

HEALTH INSURANCE COVERAGE UPDATE / WAIVER FORM

Purpose: Use this form to report a change in other health coverage or to confirm that an employee is declining County medical coverage because other coverage is available.

Employee Name:	
Department:	
Employee ID (if applicable):	
Effective Date of Change:	

Select the applicable update:

☐ I am declining Chippewa County medical coverage because I have other comprehensive health coverage.

☐ I am reporting that my other health coverage has ended or will end.

☐ I am reporting that I have become eligible for other health coverage.

☐ I am requesting enrollment in County medical coverage due to a qualifying life event or loss of other coverage.

☐ Other update: _____

Other Coverage Information

Name of other insurance plan/carrier:	
Type of coverage:	☐ Spouse/partner employer plan ☐ Other employer plan ☐ Medicare ☐ Medicaid ☐ Marketplace/individual ☐ Other: _____
Coverage status:	☐ Active ☐ Pending ☐ Ending ☐ Ended
Coverage effective date:	
Coverage termination date, if applicable:	

Employee Acknowledgment

I certify that the information provided on this form is true and complete to the best of my knowledge. I understand that declining County medical coverage may affect when I can enroll in the County plan. I agree to notify Human Resources promptly if my other coverage is lost, terminated, or otherwise changes. I understand that enrollment following loss of other coverage is subject to the County plan document, applicable collective bargaining agreement, and applicable law. I understand that this form does not guarantee enrollment outside an applicable enrollment or special-enrollment period.

Employee Signature:	
Date:	
HR/Benefits Representative:	

For Human Resources Use Only

Date Received:	
Action Taken / Effective Date:	
Notes:	

2027 Chippewa County Holiday Schedule

Friday, January 1, 2027 – New Year's Day

Monday, January 18, 2027 – Martin Luther King Day

Monday, February 15, 2027 – President's Day

Monday, May 31, 2027 – Memorial Day

Friday, June 18, 2027 - Juneteenth

Monday, July 5, 2027 – Independence Day

Monday, September 6, 2027 – Labor Day

Thursday, November 11, 2027 – Veterans Day

Thursday, November 25, 2027 – Thanksgiving Day

Friday, November 26, 2027 – Day after Thanksgiving

Friday, December 24, 2027 – Christmas Eve

Monday, December 27, 2027 – Christmas Day

Tuesday, December 28, 2027 – Day after Christmas

Thursday, December 30, 2027 – New Year's Eve

Friday, December 31, 2027 – New Year's Day