

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

April 15, 2025

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, April 15, 2025, at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Shackleton called the meeting to order at 4:30 p.m. with a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, Doug Welton, Ken Talsma, Cady Bauers, and Kelly Church

Approval of the Agenda

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the agenda as amended, adding 8-a-iv Letter of Support House Resolution 30 – gray wolves. On a voice vote, the motion CARRIED.

Public Comment

No public comments were offered.

Correspondence and Informational Items

The Committee reviewed the County Treasurer's Investment reports, the VISA billing, and travel requests. No action required.

AGENDA ITEMS

Health Department – Audit Presentation and Approval FYE 9-30-2024 (Anderson Tackman & Co)

Ken Talsma from Anderson, Tackman and Company provided a presentation of the Chippewa County Health Department audit and financial statements for the fiscal year ending September 30, 2024. The audit indicates that the financial statements and reports follow the government auditing standards and is classified as an unmodified opinion, a clean audit. The Health Department did show a loss of \$871,600.00, leaving the unrestricted fund balance of \$348,981.00. There were no findings, and Mr. Talsma spoke about the Home Health and Hospice losses, and the Corrective Action Plan (CAP) letter that will be sent to the State of Michigan, as this is the third year in a row that the Health Department has lost money. He spoke about the fund balance, which should be between 10%-15% of the following years expenditure. The Committee and Mr. Talsma thanked Health Officer Karen Senkus, Finance Director Doug Welton and the staff for their continued hard work and cooperation to complete the audit timely and with the unmodified opinion.

It was moved by Commissioner Traynor, supported by Commissioner Knepper, to approve the Chippewa County Health Department Audit FYE 9/30/2024 as presented and to publish and release where necessary. On a voice vote, the motion CARRIED.

Health Department - Advertising-Media Approvals

Lamar-billboards – Family Planning - \$20,000.00

Lamar-billboards – Medical Marijuana - \$3,200.00

Lake Superior State University- Dasher Board – Family Planning - \$4,400.00

Sovereign Communications-Radio Advertising – Family Planning - \$15,000.00

The Committee reviewed the advertising and media contracts as presented for Family Planning and the Medical Marijuana billboards and radio ads; these expenses are all grant covered. Commissioner Knepper asked about the language for the advertisements, which are all predetermined by the State of Michigan.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the advertising-media expenses as presented: Lamar \$23,200.00 (\$20,000.00 for Family Planning and \$3,200.00 Medical Marijuana) billboards; Lake Superior State University \$4,400.00 for Family Planning dasher boards and Sovereign Communications radio advertising for Family Planning. On a voice vote, the motion CARRIED.

Health Department – Independent Contractor Provider Agreement for MIHP

The Committee reviewed the independent Contractor Provider Agreement between the Chippewa County Health Department and Lisa Tatrow, effective April 1, 2025, through June 30, 2025, or until a permanent Social Worker is hired, with a 30-day termination notice. Services for the Maternal Infant Health Program (MIHP) will be charged at \$75.00 per visit performed, paid monthly.

It was moved by Commissioner Martin, supported by Commissioner Lieurance, to approve and authorize the Independent Contractor Provider Agreement between the Chippewa County Health Department and Lisa Tatrow, to provide Maternal Infant Health Program Services until June 30, 2025, or until a permanent Social Worker is hired at \$75.00 per visit. On a voice vote, the motion CARRIED.

Health Department – Contracts

Abilita Retainer Agreement Renewal Telecommunications Systems – 24 months, \$375.00 per month, 1 year auto renewal

The Committee reviewed the retainer agreement, Abilita provides Chippewa County with telecommunication's recommendations for improvements, reviews billings, equipment, suppliers and plans and has been pivotal in organizing our AT&T billings, eliminating extra costs.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the Abilita Retainer Agreement, as presented \$375.00 per month for 24-months with an automatic 12-month renewal. On a voice vote, the motion CARRIED.

Health Department – Contracts

Brightree access to HH&H patient files \$2,250.00 first year

The Committee reviewed the Brightree c/o Matrixcare.com agreement to maintain Home Health & Hospice patient files access for the Health Department with a first-year cost of \$2,250.00; a 7-year plan with additional annual payments totaling \$3,500.00.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the Brightree contract to access Home Health and Hospice patient files over the next seven years at a total cost of \$5,750.00. On a voice vote, the motion CARRIED.

Health Department – Authorize to move HD bank accounts to the County EIN

The Committee reviewed a request from the Health Department Administration seeking approval to move the CCHD bank accounts held by Central Savings Bank to the County EIN, this will help the transition and avoid the need to set up new accounts.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to authorize the Chippewa County Health Department bank accounts held by Central Savings Bank to be changed to the County's EIN, as requested and presented. On a voice vote, the motion CARRIED.

Health Department – Food License Fee Reduction – Sault Public Schools

The Committee reviewed a request from Health Officer Karen Senkus, seeking to reduce the food license fees of the Sault Area Public Schools, based on the upcoming closure of Washington and Lincoln Elementary schools for 2025-2026, both have licenses that will expire on April 30, 2025, and need to be re-licensed through the end of the school year. CCHD requests to reduce the food service license fees to \$71.00 per school, which includes \$30.00 fee that is paid to the SOM and a prorated local fee of \$41.00.

It was moved by Commissioner Knepper, supported by Commissioner Traynor, to approve and authorize the food license fee reduction for both Washington and Lincoln Elementary schools to \$71.00 each, so that they can continue to serve food through the end of this school year. On a voice vote, the motion CARRIED.

Public Defender – Addendum to Legal Services Agreements from 10/1/2023 to 9/30/2024 – felony cases should have been paid at \$135.00

The Committee reviewed the Addendum to Contracts for the Legal Services Agreements between the Chippewa County Public Defender and those parties (Fred Feleppa, Brian Bloch, Glenn Sarka, Chad W. Peltier and Gretchen Stankewitz) that provided representation to indigent defendants with felony cases between 10/1/2023 and 9/30/2024, those hours should have been paid at \$135.00 per MIDC Standard 8, not \$130.00 which the contracts were originally agreed to.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the Addendum to Contracts held by Fred Feleppa, Brian Bloch, Glenn Sarka, Chad W. Peltier and Gretchen Stankewitz for indigent felony cases and to meet the MIDC Standard 8 be paid at \$135.00 per hour, not \$130.00. On a voice vote, the motion CARRIED.

Friend of the Court – Master Services Agreement Increase and Approval; from \$1.40 per sheet to \$2.00; for the Title IV-D Cooperative Reimbursement Program

The Committee reviewed a memorandum from Friend of the Court Liz Chambers, and the Master Services Agreement held between MGT Impact Solutions, LLC and Chippewa County, MGT provides Title IV-D annual preparation of the Cooperative Reimbursement Program (CRP) through EGrAMS for funding from the Office of Child Support (OCS), the increase is the price per scanned time sheet will be increasing from \$1.40 per sheet to \$2.00 per sheet. The State of Work will be effective April 1, 2025.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the Master Services Agreement increase for the Title IV-D Cooperative Reimbursement Program between MGT Impact Solutions and Chippewa County, as presented. On a voice vote, the motion CARRIED.

Friend of the Court – Equipment Purchase, Fund 215 - \$1,890.00 to comply with federal regulations for disposal of tax information, include budget amendment

The Committee reviewed a memo from FOC Liz Chambers, following a recent audit, due to a change with the federal regulations regarding disposal of federal and state tax information, a new crosscut shredder meeting the particle specifications of 1 mm x 5 mm or smaller is needed. Sault Printing provided a quote that meets specifications to purchase a 40334 High Security Shredder at the cost of \$1,890.00 and to make the necessary budget amendment.

It was moved by Commissioner Knepper, supported by Commissioner Traynor, to approve and authorize the purchase of the 40334 High Security Shredder from Sault Printing Company, to meet the federal regulation for shredding federal and state tax information and to make the necessary budget amendment for the purchase from Fund 215. On a voice vote, the motion CARRIED.

Office of Emergency Service – Natural Hazards Mitigation Plan – Grant Submission – Plan needed to received FEMA dollars, if ever needed

The Committee reviewed the packet from Director Postma regarding the Natural Hazards Mitigation Plan grant submission; FEMA requires state, local, tribal and territorial governments to have approved and adopt hazard mitigation plans to remain eligible for certain types of non-emergency disaster assistance, jurisdictions must update the plans and resubmit to FEMA for approval every 5 years. The current project is budgeted to cost approximately \$80,538.00; Director Postma is seeking a FEMA HMP Grant to cover up to \$50,000.00 with a 25% match through expenditure or in-kind hour match.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize the chairman's signature for the SF-424B and authorize seeking the FEMA HMP grant to help cover the Natural Hazards Mitigation Plan cost. On a voice vote, the motion CARRIED.

Office of Emergency Services – Absolute/Netmotion Software Service Agreement Renewal \$7,200.00 annually

The Committee reviewed the 1-year renewal from Absolute/Netmotion to provide first responders to connect to LEIN and additional servers remotely; at the cost of \$7,200.00 (effective 6/23/2025 through 6/22/2026).

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the 1-year renewal for Absolute/Netmotion software that provides remote server connections for LEIN. On a voice vote, the motion CARRIED.

Sheriff's Office – Purchase Police Package Patrol Truck – Stonegarden - \$70,000.00 and to waive County purchasing policy

The Committee reviewed a request to purchase a 2024 Chevy Silverado Police Package patrol vehicle for the Sheriff's Office, total expense of \$70,000.00 to be paid for with Stonegarden monies; this purchase has already been authorized by at the state and federal level, including the purchase of the vehicle and the upfitting of the vehicle with emergency lights, radios and emergency equipment. The request asked that the Committee waive the County purchasing policy, due to the vehicles availability and the prior Stonegarden approval.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the Stonegarden purchase of \$70,000.00 to include the vehicle and the upfitting of the vehicle and to waive the County's purchasing policy, as the vehicle has already been vetted through the Stonegarden grant at both the state and federal level. On a voice vote, the motion CARRIED.

Sheriff's Office – Johnson Controls – Detention Wiring Clean up - \$4,959.21

The Committee reviewed a quote from Johnson Control to clean up the old wiring for the detention controls, to extend wires, use connectors and terminal blocks to eliminate loose connections. Previously the Building & Grounds Committee did a walk through with the Sheriff's Office to review the access control boards and this was one of the issues that was pointed out.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the proposal and service agreement from Johnson Controls in the amount of \$4,959.21 to clean up the old wiring for the Jail's access controls system, as presented. On a voice vote, the motion CARRIED.

Animal Shelter – Purchase and budget Pet Point software \$3,000.00 annually and to set up the vehicle (computer and installation \$2,075.00; mobile internet \$515.00 annually

The Committee reviewed a request from Shelter Manager Holly Henderson to purchase a new records system software (Pet Point), that has better capabilities, including storing vaccine and health reports, along with any in-house surgeries and has a mobile software that can be integrated into the animal control vehicle. The cost of the software is \$3,000.00 and to add to the vehicle an additional \$2,075.00 plus mobile internet at approximately \$515.00 per year.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize the new Pet Point software records system, and to purchase the vehicle integrated with a computer and internet connection, total cost approximately \$5,075.00 plus internet. On a voice vote, the motion CARRIED.

Information Systems – Approve Chippewa County Cyber Incident Response Plan (Not Subject to FOIA per MCL 15.243 (1) (U))

The Committee was asked to approve the County Cyber Incident Response Plan which provides the framework for the County response to a cyber incident. Once approved there will be training for each role to ensure that everyone has the required knowledge to effectively respond, mitigate and recover from a cyber incident.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the Chippewa County Cyber Incident Response Plan, as released to the Board of Commissioners. On a voice vote, the motion CARRIED.

Information Systems – RFP – Bid Summaries

Desktop Computers (23)

Rally Bar – Second Notice

IBM Power S1014 System

The Committee reviewed the RFPs bid summaries for the desktop computers (12 bids received); the rally bar (2 bids received) and the IBM Power S1014 System (1 bid received). Commissioner Knepper asked about local vendor preference.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the low bidders for the twenty-three desktop computers, total price \$24,954.63 from Dell Technologies, Inc., \$5,237.00 to Tech Advanced Computer, Inc., for the two rally bars including option 1 & 2 and the low bid from Innovative Technology, Inc., for the IBM S1014 System at \$50,331.79. On a voice vote, the motion CARRIED.

Information Systems – Released Requests for Proposals

Central Dispatch Electricity Upgrade – No bids, will seek quotes

VM Server, Nullified due to addendum and clarification

The Committee was updated on the Central Dispatch Electricity upgrade and Virtual Machine Server request for proposals that were previously released. For the electrical upgrade no bids were received either time it was released and the VM server request had an addendum during the process, which then Information Systems did not feel like the quotes were comparable.

It was moved by Commissioner Knepper, supported by Commissioner Martin, to seek quotes for the Central Dispatch Electricity upgrade and nullify the VM Server request for proposal. On a voice vote, the motion CARRIED.

Information Systems – Release Request for Proposals

Central Server

The Committee reviewed the updated request for proposal “Central Server” for release.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve the Central Server Request for Proposal to be released. On a voice vote, the motion CARRIED.

Administration – Policies

Update Policy No. 505 Agency Provided Telephones/Laptops/Tablets, adding mobile device solutions

New Policy No. 323 Cash and Check Handling

Update Public Statement Rules

The Committee reviewed two policy updates and one new policy; the updated policies No. 505 Agency Provided Telephones/Laptops/Tablets added numbers 8 and 9 regarding installing mobile device solutions; and updated the County's Public Statement Rules, which eliminated the fifteen minutes per topic, and they reviewed a new policy No. 323 for cash and check handling.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve updated Policy No. 505 Agency Provided Telephones/Laptops/Tablets, New Policy No. 323 Cash and Check Handling and the updated Public Statement Rules, as presented. On a voice vote, the motion CARRIED.

Administration – Letter of Support – House Resolution 30 – Gray Wolves

The Committee reviewed a draft letter of support for House Concurrent Resolution No. 30 regarding the US Department of Interior's prior removal of the gray wolf from the endangered species list. The resolution is being sponsored by Representative Parker Fairbairn and would urge the federal government to delist the gray wolf so the State of Michigan Department of Natural Resources would oversee and manage the population. Discussion ensued regarding the pros and cons.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize signature for the Letter of Support regarding House Resolution 30, removal of the gray wolf from the endangered species list, to give the SOM Department of Natural Resources the authority to regulate and manage. On a voice vote, the motion CARRIED 4-1 Commissioner Martin voting nay.

Finance - Claims and Accounts – March – County and Health Department

It was moved by Commissioner Traynor, supported by Commissioner Martin, to recommend the approval of March County bills and payroll: general claims \$361,203.92, other fund claims \$813,737.65, payroll \$609,979.53, and Health Department claims \$221,697.59 and payroll \$60,662.04 total claims \$2,067,280.73. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner Knepper addressed the Committee on waiving the purchasing policy, discussion followed regarding vehicles.

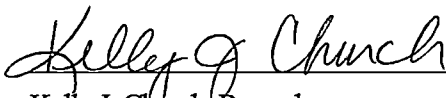
Chairman Comments

No additional comments were offered.

Adjourn

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

The meeting adjourned at 5:21 p.m.



Kelly J. Church, Recorder



Scott Shackleton, Chairman.