

# **FINANCE, CLAIMS AND ACCOUNTS COMMITTEE**

## **MEETING MINUTES**

**March 10, 2026**

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, March 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. with a quorum present.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Andrea Osborn, Joe Nolan, Karen Senkus, Doug Welton, Anthony Zakic, Cady Bauers, and Kelly Church

### **Approval of the Agenda**

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve the agenda as presented. On a voice vote, the motion CARRIED.**

### **Public Comment**

CHAC (Community Health Access Coalition) representatives Andrea Osborn and Joe Nolan spoke on behalf of the request for millage language approval for the August ballot. The CHAC is a mission driven organization dedicated to improving healthcare access for uninsured and underinsured residents throughout Michigan's Eastern Upper Peninsula. The Committee was presented with data indicating significant barriers to healthcare within Chippewa County.

### **Correspondence and Informational Items**

The Committee reviewed the travel requests; no action is required.

### **AGENDA ITEMS**

#### **Health Department – Plan of Organization**

The Committee received and reviewed the Health Department's Plan of Organization which reflects the Health Department services and programs served by the Chippewa County Health Department. The Committee was asked to affirm the Plan, as submitted, which fulfills all the requirements set forth in the Plan of Organization Guide. The Plan includes Legal Responsibilities and Authority, LHD (Local Health Department) Organization, Mission Statement, Local Planning and Collaboration Initiatives, Service Delivery, Reporting and Evaluation and Health Officer and Medical Officer sections.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize and affirm the Chippewa County Health Department Plan of Organization, which reflects the services and programs served by CCHD. On a voice vote, the motion CARRIED.**

#### **Health Department – U.P. Community Health Needs Assessment**

The Health Department presented the new 2024 Community Health Needs Assessment (CHNA) County dashboard for review and acknowledgement. The dashboard included comparisons between Chippewa County and the State of Michigan with regards to populations, health indicators and household income. Committee members discussed the data and reiterated the challenges of Chippewa County residents.

**It was moved by Commissioner Lieurance, supported by Commissioner Martin, to acknowledge the new 2024 Community Health Needs Assessment (CHNA) County dashboard, as presented. On a voice vote, the motion CARRIED.**

## **Health Department – Policies**

### **#5.009.001 Immunizations Reporting of Adverse Events (new after G)**

### **#6.01.006 Hepatitis C Case Management (new)**

The Committee reviewed two Health Department policies #5.009.001 Immunizations Reporting of Adverse Events, which changed after letter G and #6.01.006 Hepatitis C Case Management. The first policy is to assure prompt and accurate reporting of adverse events following immunizations to Vaccine Adverse Event Reporting System (VAERS) and MedWatch who is associated with the Food and Drug Administration (FDA) program and the second policy is to establish procedures and case management for Hepatitis C virus (HCV).

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize policies #5.009.001 Immunizations Reporting of Adverse Events and #6.01.006 Hepatitis C Case Management, as presented. On a voice vote, the motion CARRIED.**

## **Health Department – Purchase Requests – Healthy Community Zones Radio Advertisement**

### **\$2,000.00 (Bridge FM)**

### **\$3,000.00 (Sovereign Communications)**

The Committee reviewed quotes from both Bridge FM \$2,000.00 and Sovereign Communications \$3,000.00 for Healthy Community Zones radio advertisements “Grow Your Own” messages, which is about healthy food, with expert guidance from local farmers and nutrition professional who will teach about how to grow, harvest and store fresh fruits and vegetables; this program is made possible through funding from the Michigan Department of Health and Human Services. The Committee asked a couple questions regarding other entity involvement with the program, Health Officer Karen Senkus clarified that the program would have a couple local farmers and that the program is to promote healthy eating and address obesity in Chippewa County. The dates on the advertisements will be updated, once final approval of the Board is completed.

**It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize the radio advertisement for the “Grow Your Own” program through the Healthy Community Zones Grant funded by MDHHS, \$2,000.00 with Bridge FM and \$3,000.00 with Sovereign Communications, updating the advertisement with the correct dates. On a voice vote, the motion CARRIED.**

## **Health Department – Purchase Request – Emergency Preparedness – Kenwood P25 Portable 700/800 MHz Radios - \$6,246.88**

The Committee reviewed a request for the Emergency Preparedness program to purchase two new portable radios from Grand Traverse Mobile Communications at the total price of \$6,246.88 for (2) two Kenwood P25 Portable 700/800 MHz radios; the program received supplemental funding to update the equipment, the Committee will also need to approve a budget amendment for the additional funds and the expense.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the purchase of (2) two Kenwood P25 Portable 700/800 MHz radios from Grand Traverse Mobile Communications at the total price of \$6,246.88 for the Emergency Preparedness program and to authorize the appropriate budget amendments. On a voice vote, the motion CARRIED.**

## **Health Department – Write-offs for services provided through 9/30/2025 (more than 365 days old)**

### **Public Health \$14,183.30 ~ SHACC \$4,702.00 ~ Environmental Health \$301.00**

The Committee reviewed the annual write-offs for the Health Department; these write-offs are for services provided through 9/30/2025 (more than 365 days old).

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the Chippewa County Health Department write-offs for services provided through 9/30/2025 that are more than 365 days old as follows: Public Health \$14,183.30; SHACC \$4,702.00; and Environmental Health \$301.00. On a voice vote, the motion CARRIED.**

**Sheriff's Office – Purchase (2) two in-car camera systems and extend 1-year service contract to match \$14,504.33 (\$12,536.00 General Fund (Budgeted) and \$1,968.33 Special Fund 232)**

The Committee reviewed the Sheriff's Office request to purchase (2) two in-car camera systems and to extend the contract of one in-car system that is not currently in line with the other in-car systems for a total expenses of \$14,504.33; with the payment of \$12,536.00 (budgeted) and from the general fund and \$1,968.33 from Special Fund 232 with a budget amendment needed for Fund 232. The purchase will be from Lenslock.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the purchase from Lenslock, to purchase (2) two in-car camera systems and to extend (1) one in-car systems contract, to match the others at the price of \$14,504.33, including a budget amendment of \$1,968.33 for Special Fund 232. (Cost split \$12,536.00 general fund and \$1,968.33 special fund 232) On a voice vote, the motion CARRIED.**

**Sheriff's Office – Approve, Authorize and Budget MSP-MCOLES Grants for Trident (Special Fund 104)**

The Committee reviewed a request and notification of grant award from Michigan Commission on Law Enforcement Standards – Narcotic Teams/Task Force Grant Funding in the amounts of \$45,900.00 and \$4,635.00 to purchase a Trunarc narcotics testing machine and to purchase a money counting machine with the funds. Detective Jeff Erickson with Trident, applied for the grants that will cover the entire cost of the equipment, a total of \$50,535.00. The Committee was also asked to approve a budget amendment for the revenue and expense for Fund 104.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the MSP-MCOLES Grant proceeds to purchase the Trunarc narcotics testing machine at the cost of \$45,900.00 and the money counting machine at the cost of \$4,635.00 and to make the appropriate budget amendments for special fund 104. On a voice vote, the motion CARRIED.**

**Information Systems – Bid Summary - Zulty Phones Replacement**

The Committee reviewed the bid summary for the Zulty Phones Replacement Request for Quotes; two bids were received timely and met all requirements. Information Systems made the recommendation to go with DSTech with the low bid of \$9,955.00 for the various phones needed for the project. This project is underbudget by \$10,205.00.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the bid from DSTech of \$9,955.00 for the Zulty Phones Replacement project, as recommended. On a voice vote, the motion CARRIED.**

**Information Systems – Bid Summary – Firewall**

The Committee reviewed the four bids received for the Firewall project, a project necessary to meet new CJIS (Criminal Justice Information Services) policy requirements of FIPS 140-3 (security requirements) and meet requirements of the Sheriff's Office record management system: SRMS (Statewide Records Management System). The total project cost is estimated with the low bid of \$24,439.04 from Insight Public Sector, Inc., and the additional \$4,620.00 for set up and programming and shipping of \$282.00 will be \$29,341.04 and is the recommendation from Information Systems.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize the Firewall project as recommended low bid \$24,439.04 from Insight Public Sector, Inc., and \$4,620.00 for firewall set up with Logically and shipping of \$282.00 a total project price of \$29,341.04. On a voice vote, the motion CARRIED.**

**Information Systems – Release RFP – County Wide Multi-Factor Authentication**

The Committee received and reviewed the request for proposals for the County Wide Multi-Factor Authentication project.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to release the request for proposals for the County Wide Multi-Factor Authentication project, as presented. On a voice vote, the motion CARRIED.**

**Information Systems – Technology Service Agreement with City of St. Ignace**

The Committee received and reviewed the Technology Service Agreement Statement of Work, dated March 13, 2026, through September 30, 2026, between Chippewa County and the City of St. Ignace Police Department for the County to provide temporary technology services as stated with reimbursement to the County as stated and agreed to, with no liability for the Chippewa County and services they would be provided during the procurement process.

**It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize signature on the Technology Services Agreement between Chippewa County and St. Ignace Police Department for a period of March 13, 2026, through September 30, 2026, as presented. On a voice vote, the motion CARRIED.**

**Office of Emergency Services – AUXCOMM/ARES Equipment Upgrade \$8,200 (General Fund Expense)**

The Committee reviewed a request from Director Greg Postma, for a project to upgrade and repair equipment for the AUXCOMM/ARES volunteer group. This group are Ham Radio Operators who have specific training and have been vetted to work within the Emergency Management role as first responders and communications experts, should the need arise. The \$8,200.00 upgrade will enhance and ensure that communication within the County and the EUP will remain viable in the event of any catastrophic event. Director Postma included a detailed list of the equipment needed; this project will be paid for by the County's general funds fund balance, and a budget amendment will be necessary.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the AUXCOMM/ARES Equipment upgrade and repair, as requested by Director Greg Postma in the amount of \$8,200.00, with a budget amendment to pay for the project by the County's general fund. On a voice vote, the motion CARRIED.**

**Central Dispatch – 911 Surcharge Increase Recommendation**

The Committee reviewed a request from Central Dispatch Director Greg Postma and following the recommendation of the Central Dispatch Board of Directors, to increase the 911 surcharge currently set at \$2.25 to \$2.75 per month per device to continue to maintain, improve and upgrade 911 essential services for Chippewa County. This is the voter-approved maximum amount allowable; The current \$2.25 has been sufficient for many years (no change since 2020) but with upcoming major improvement and replacement of twenty plus year old equipment needed, the Director and the Central Dispatch Board of Directors is seeking the increase to ensure the County is able to continue to provide safe and reliable responses. The Committee also received the proposed Resolution #2026-06 which will enable the change and be the notification to the State 911 Committee (SNC), which is pursuant to Emergency Telephone Service Enabling Act. Discussion followed upon review of the request.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to support the 911 Surcharge Increase as requested and recommended to increase the current \$2.25 per month per device to \$2.75 per month per device, this is the voter-approved maximum surcharge allowable and is needed to maintain and improve the 911 essential services for Chippewa County. On a voice vote, the motion CARRIED.**

**Office of Emergency Services – FY2025 Emergency Management Performance Grant \$5,905.00 including Grant Agreement, Subrecipient Risk Assessment Certification, Standard Assurances, Certifications regarding Lobbying, Audit Certification and County W-9**

The Committee reviewed the request to approve and authorize the documents and materials for the FY2025 Emergency Management Performance which includes the grant agreement, subrecipient risk assessment certification, certifications regarding lobbying, standard assurances, audit certification, and the County W-9. The 2025 EMPG allocation is 8.498% of the subrecipient's emergency program manager's salary and fringe

benefits, a cost match is required under this program and met by the County; the Emergency Management Performance Grant (EMPG) requires signatures from the Board of Commissioners Chairman Jim Martin.

**It was moved by Commissioner Martin, supported by Commissioner Lieurance, to approve and except the FY2025 Emergency Management Performance Grant in the amount of \$5,905.00 and to authorize Chairman Jim Martin's signature on the required documentation as referenced above. On a voice vote, the motion CARRIED.**

**2026 Millage Language Approval Request**

The Committee reviewed and discussed the Community Health Access Coalition (CHAC) Operating Millage Proposal language to support operating costs of the CHAC. CHAC is a non-profit, volunteer organization coordinating access to healthcare for uninsured residents of Chippewa, Luce, and Mackinac Counties in the Eastern Upper Peninsula of Michigan. CHAC fills the 'healthcare access gap' for residents of the EUP, through access to healthcare services, but is NOT a health insurance policy. The Committee was notified that the ballot language had been reviewed by legal; and that if approved by the voters of Chippewa County that a service agreement between the CHAC and the County would be established, along with the CHAC completing an annual audit. The Committee spoke on behalf of the services provided, the importance of the health of our community and the cost associated with this proposed millage. Commissioner Knepper offered a few comments about the value of CHAC to the community and the challenges they are facing in looking for other revenue opportunities.

**CHIPPEWA COUNTY  
COMMUNITY HEALTH ACCESS COALITION (CHAC)  
OPERATING MILLAGE PROPOSAL**

(This proposal will permit the County to levy a tax at .15 mills to provide funds to the Chippewa Health Access Coalition (CHAC) to support community-based health access services to Chippewa County residents)

**AUGUST 4, 2026**

Shall the limitation on the amount of taxes that may be imposed on taxable property in the County of CHIPPEWA, MICHIGAN be increased by .15 mill (\$0.15 per \$1,000 of taxable value) for a period of four years, being 2027, 2028, 2029, and 2030, inclusive, as new additional millage, to provide funds to the Chippewa Health Access Coalition, d/b/a Community Health Access Coalition (CHAC), to support the purposes of: improving access to primary, behavioral, and preventive health services, care coordination and navigation for uninsured and underinsured residents, support services addressing health-related social needs, and community-based health outreach and education programs in Chippewa County. It is estimated that 0.15 mill would raise approximately \$223,331 when first levied in 2027.

YES  
NO

**It was moved by Commissioner Traynor, supported by Commissioner Knepper, to approve and authorize the proposed ballot language as presented for the Community Health Access Coalition (CHAC) and to forward to the County Clerk. On a voice vote, the motion CARRIED.**

The Committee was also notified that the renewal millage language for the Recycling Program, Road Maintenance and Repair and the Ambulance and Fire Protection proposals will be on the agenda for the April meeting as they are currently being vetted by legal and waiting for the final rollback Headlee figure from the L-4029 Tax Rate Request which is not available until early April.

**Animal Control – Bi-Annual Maintenance Agreement \$2,830 plus monthly filter replacement \$345/month**

The Committee reviewed the proposed Bi-Annual Maintenance Agreement to cover the four (4) furnaces, four (4) air conditioning units, four (4) energy recovery ventilators (two heating and two cooling), two (2) hot water temperature systems at the cost of \$2,830.00 annually and to replace the necessary filters monthly (including filters) at the cost of \$345 monthly. The Maintenance Agreement also provides additional savings on hourly rates, and parts replacement with no after-hours or overtime fees.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the quote from Albert Heating & Cooling to provide a Bi-Annual Maintenance Agreement for the Chippewa County Animal Shelter at an annual cost of \$2,830.00, covering each of the units four heating, four air conditioning, four energy recovery ventilators and two hot water referenced above and to replace filters monthly at the cost of \$345 (including the filters). On a voice vote, the motion CARRIED.**

**Building and Grounds – Courthouse Water Suppression re-route to exterior \$4,624.67**

The Committee reviewed a proposal from Johnson Controls to install an inspector's test assembly on the wet pipe system and to reroute the main drain to the exterior of the Courthouse, as it currently drains into the building, at the cost of \$4,624.67. This project cannot be completed until the snow melts.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the Johnson Controls proposal of \$4,624.67 to install an inspector's test assembly and to reroute the main drain to the exterior of the Courthouse. On a voice vote, the motion CARRIED.**

**Building and Grounds – Table-top Exercise – Moving Room 20 Equipment**

Administrator Church updated the Committee on a recent Tabletop Exercise which was two-fold as we need to have the exercise to meet CJIS requirements for the upcoming audit and learning from the Courthouse December water line break. The information systems equipment is currently located in Room 20 and is valued at between \$250,000.00 to \$500,00.00, that also has two (2) three-inch water lines running overhead. During the exercise the group came up with an option to utilize five to six feet of the Jails dayroom to move this equipment and the DVR equipment that we replaced last year due to a water leak. The advantages of this area are the 24/7 staff, it is secured and overhead water would only be from the roof. Administrator Church asked the Committee to authorize working with U.P. Engineers and Architects to come up with a plan to get this equipment moved to higher more secure area.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to authorize Administration to start working with U.P. Engineers and Architects to come up with a plan to move the equipment from Room 20 to a new area located next to the Jail's Day room. On a voice vote, the motion CARRIED.**

**Administration – Release RFQ Multifunction Copier Machine – Central Dispatch**

The Committee received and reviewed the request for quotations for a multi-function copier machine for Central Dispatch. This replacement is in accordance with the schedule established to replace copiers.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to release the request for quotations for the multi-function copier machine for Central Dispatch, per the replacement schedule, and as presented. On a voice vote, the motion CARRIED.**

**Finance - Claims and Accounts – February County**

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to recommend the approval of February bills and payroll: general claims \$499,345.09, other fund claims \$1,066,291.39, payroll \$851,455.02 total claims \$2,417,091.50 and to approve budget amendments for Health Department RU838 – Needle Exchange and RU834 Medical Marijuana, as presented and to acknowledge the various financial reports that were emailed. On a voice vote, the motion CARRIED.**

**Committee Comments**

Commissioner Martin asked for a Headlee explanation, with discussion that followed; and Commissioner Traynor acknowledged his support for CHAC.

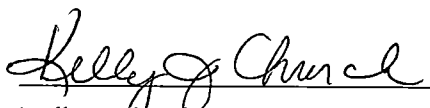
**Chairman Comments**

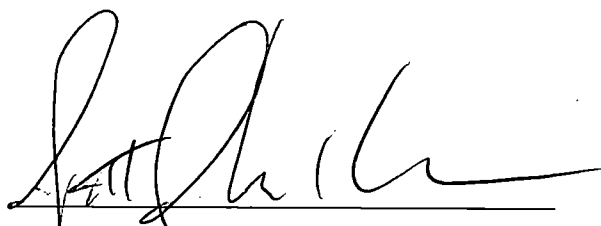
Chairman Shackleton agreed with the CHAC comments.

**Adjourn**

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

The meeting adjourned at 5:14 p.m.

  
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Kelly J. Church, Recorder

  
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Scott Shackleton, Chairman.