

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

July 15, 2025

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, July 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: DJ Welton, Jill Schaefer, 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 comments.

Correspondence and Informational Items

The Committee reviewed the VISA billing, and the travel requests. No action required.

AGENDA ITEMS

Health Department – Boulton Fund Authorize Funds to be Used for Veteran's Private and Personal Care Needs

The Committee reviewed the Health Department's request to redirect unitrust funds from a 1995 donation to be used for Veterans within Chippewa County in need of services that include private duty services and/or personal care services, which after consulting with both legal counsel and agency auditors this arrangement would be in line with the original intent of the donor.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize the Jean C. Boulton Fund to redirect the donated funds to Chippewa County veterans in need of private duty services and/or personal care services. On a voice vote, the motion CARRIED.

Health Department – Establish Fund for Book Donation Account

The Committee reviewed the request from Health Officer Karen Senkus to establish a special fund to collect donations towards books for children, within the WIC program (ages 0-5) with the goal of two books per year. Commissioner Knepper questions of the types of books and discussion followed with the Committee wanting assurance that the books are quality and age appropriate.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize a special fund to collect donations for books for children with the WIC program. On a voice vote, the motion CARRIED.

Health Department – Policies

Policy #1.99.017 AI (Artificial Intelligence) Policy (new) appropriate use by staff

Policy #1.08.003 To update and remove home health and hospice information

Policy #6.01.001 To update and consolidate HIPAA policy

The Committee reviewed the three policies from Health Officer Karen Senkus new policy #1.99.017 AI (Artificial Intelligence) is a new policy that other health department are putting in place, so staff understand the

need to get approval before using AI to develop documents, taking meeting minutes, etc., existing policies #1.08.003 and #6.01.001 both need to be cleaned up to remove the home health and hospices references and to consolidate the HIPAA policy into one comprehensive policy.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize new policy #1.99.017 AI (Artificial Intelligence) and update policy #1.08.003 Confidential Storage and Release of Clinic Records and policy #6.01.001 HIPAA (Health Insurance Portability and Accountability Act), as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services

FY24-25 Hazard Materials Emergency Preparedness Grant (HMEP) Planning Program Grant Agreement and Documentation - \$6,480

FY2026 Emergency Management Performance Grant – Initial Work Agreement – authorize acceptance and signature

The Committee reviewed the request to approve and authorize the documents and materials for the FY2024-2025 HMEP Hazardous Materials Emergency Preparedness Grant which includes the grant agreement, subrecipient risk assessment certification, HMEP Planning Grant Agreement In-Kind Match form, certifications regarding lobbying, standard assurances, audit certification (EMD-053), request for taxpayer ID and FY23-24 SARA Title III Hazardous Materials, Office Site Emergency Response Plan list. The Committee then reviewed the FY2026 Emergency Management Performance Grant – Initial Work Agreement indicating the work and requirements of the Emergency Management Performance Grant (EMPG) requiring a signature from the Board of Commissioners Chairman Jim Martin. The EMPG covers a portion of wages and fringes for Director Postma.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and except the FY2024-2025 Hazardous Materials Emergency Preparedness Grant (HMEP), in the amount of \$6,480 and to authorize the necessary documents and to approve and authorize the BOC Chairman's signature on the FY2026 Emergency Management Performance Grant (EMPG), as presented for the Initial Work Agreement. On a voice vote, the motion CARRIED.

Sheriff's Office – Bid Summary – Dodge Durango Pursuit SUV, AWD

The Committee reviewed the bid summary for the one (1) Dodge Durango Police/Pursuit package SUV, AWD; one timely bid was received from O'Connor's Chrysler Dodge Jeep Ram in the amount of \$45,790.00.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the bid from O'Connor's Chrysler Dodge Jeep Ram to purchase one (1) Dodge Durango, Police/Pursuit package SUV, at the price of \$45,790.00 as presented. On a voice vote, the motion CARRIED.

Sheriff's Office – Canteen Services, Inc. Amendment Two

The Committee reviewed Sheriff Bitnar's request to approve Amendment Two from Canteen Services, Inc., which will go into effect upon signature and reflect an approximate 4% increase for inmate meals which are at a per meal costs. The term of this Agreement remains in force through March 8, 2026.

It was moved by Commissioner Knepper, supported by Commissioner Martin, to approve and authorize the Canteen Services, Inc. Amendment Two, increasing the per meal cost and authorize the first allowable one-year renewal per the Agreement with Canteen Services, Inc., and the Sheriff's Office. On a voice vote, the motion CARRIED.

Sheriff's Office – Great Lakes Services Inc (2) Two Insinkerator Commercial Garbage Disposals - \$11,796.00

The Committee reviewed a request from the Sheriff's Office to replace two (2) Insinkerator SS-300 3 HP Commercial Garbage Disposals in the Correctional Facility kitchen the quote from Great Lakes Services, Inc., at a of \$11,796.00, which includes purchase, labor, wiring, shipping and mileage.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the purchase and installation for two (2) replacement Insinkerator Commercial Garbage Disposals for the Correctional Facility's kitchen; at the price of \$11,796.00 quoted from Great Lakes Services Inc. and as presented. On a voice vote, the motion CARRIED.

Sheriff's Office – Memorandum of Understanding – Corrections Unit Representation Change

The Committee review a memorandum of Understanding between Chippewa County and the Police Officers Labor Council (POLC) who now represents the Corrections Unit, following a vote of the unit to change their representation from the Michigan Fraternal Order of Police to the POLC.

It was moved by Commissioner Martin, supported by Commissioner Knepper, to approve and authorize signature for the Memorandum of Understanding between Chippewa County and Police Officers Labor Council (POLC) Representing the Corrections Unit for the remainder of the Collective Bargaining Agreement between Chippewa County and the MFOP, contract expires December 31, 2025. On a voice vote, the motion CARRIED.

Administration – MEDC-CDBG Annual Reporting – Program Income \$28,396.47

The Committee reviewed the annual Program Income Certification for the CDBG-MEDC Form 8-H; during the period 7/1/2024 to 6/30/2025 – the County received \$28,396.47 in early payoffs from prior Community Home Improvement Loans. Since the funds are below \$35,000, these funds can be transferred back to the General Fund, if over \$35,000 the funds are returned to the MEDC.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to acknowledge, and accepted the Program Income Certification having received \$28,396.47 during the period from 7/1/2024 to 6/30/2025; noting the monies would be transferred to the General Fund and acknowledging the Single Audit Certification, as presented. On a voice vote, the motion CARRIED.

Administration – Release Multifunction Copier Machines RFQ

The Committee reviewed a request for quotations for two multifunction copier/scanner/printer/fax machines for FY2025, following the replacement chart for MSU Co-op Extension and Administration.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to release the request for quotation for two multifunction copier machines, following the replacement schedule. On a voice vote, the motion CARRIED.

Finance

Claims and Accounts – June – County and Health Department

Approve Beginning Fund Balance to Audit

Budget Amendments

It was moved by Commissioner Martin, supported by Commissioner Traynor, to recommend the approval of June County bills and payroll: general claims \$528,331.58, other fund claims \$1,416,482.44, payroll \$627,214.78 and Health Department claims \$184,071.62 and payroll \$147,422.43 total claims \$2,572,028.80; to approve the beginning fund balance from the FYE Audit 12/31/2024, to approve the budget amendments, as presented and to acknowledge the monthly financial reports received by email. On a voice vote, the motion CARRIED. (4-0, Commissioner Lieurance abstained)

7/17/2025		Chippewa County				
		Budget Amendments				
General Fund - Revenue			Original Budget	Amended Budget	Change	Description
101-000-439.000	Marijuana Tax	Revenue	300,000.00	349,371.96	49,371.96	Increased Revenue
101-000-676.301	Sheriff's Office	Sheriff Services	32,000.00	50,000.00	20,000.00	Public Safety Academy Stipend
101-000-676.331	Sheriff's Office Marine	Revenue	0.00	5,840.00	5,840.00	Grant Award
101-000-676.353	Rural Jail Mental Health	Reimbursement	0.00	5,000.00	5,000.00	Rural Mental Health Grant
101-000-676.648	Medical Examiner	Reimbursements	0.00	5,000.00	2,450.00	Reimbursement for Cremation Investigation
Special Funds - Revenue						
217-000-543.000	Stonegarden	Reimbursement/Revenue	135,000.00	205,000.00	70,000.00	Additional Reimbursement/Revenue
237-000-684.000	First Responders Grant	Revenue	0.00	3,388.00	3,388.00	Additional Revenue
General Fund - Expenditures						
101-215-979.000	Clerk's Office	Equipment	1,630.00	3,482.00	\$ 1,852.00	New Electronic Seal Embosser
101-253-815.000	Treasurer	Bank Fees	2,000.00	50,992.31	\$ 48,992.31	Washed Check
101-257-860.000	Equalization	Travel	2,500.00	8,100.00	\$ 5,600.00	Travel for MAAO classes - BOC approved 2024
101-265-801.000	Building & Grounds	Professional Services	0.00	30,000.00	\$ 30,000.00	Janitorial Services
101-301-704.000	Sheriff's Office	Salaries	830,623.37	835,488.37	\$ 4,865.00	Public Safety Academy Stipend - Cadet Sponsor
101-301-801.000	Sheriff's Office	Professional Services	29,000.00	34,250.00	\$ 5,250.00	Snow Removal Sheriff's Storage/Training Facility
101-301-920.000	Sheriff's Office	Utilities	0.00	10,000.00	\$ 10,000.00	Utilities for Sheriff's Storage/Training Facility
101-301-957.000	Sheriff's Office	Education/Training	7,000.00	22,135.00	\$ 15,135.00	Public Safety Academy Stipend - Cadet Sponsor
101-331-979.000	Marine	Equipment	0.00	5,840.00	\$ 5,840.00	Equipment purchased from Grant
101-351-740.000	Jail	Laundry	0.00	3,000.00	\$ 3,000.00	Not Originally Budgeted
101-353-801.000	Rural Jail Mental Health	Professional Services	0.00	5,000.00	\$ 5,000.00	Rural Mental Health Grant
Special Funds - Expenditures						
217-000-979.000	Stonegarden	Vehicle	55,500.00	125,500.00	\$ 70,000.00	2024 Silverado BOC approved 4-15-2025
237-000-860.000	First Responders Grant	Travel	0.00	3,388.00	\$ 3,388.00	Travel covered by Grant
280-000-860.000	Animal Control Millage	Travel	0.00	3,000.00	\$ 3,000.00	Training
280-000-979.000	Animal Control Millage	Machinery & Equipment	5,000.00	50,000.00	\$ 45,000.00	Kennels and Med Room Equipment

Committee Comments

Commissioner Knepper let the Committee members know that he will not be able to attend the July Regular meeting.

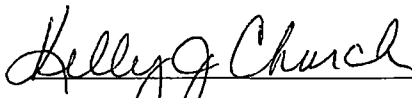
Chairman Comments

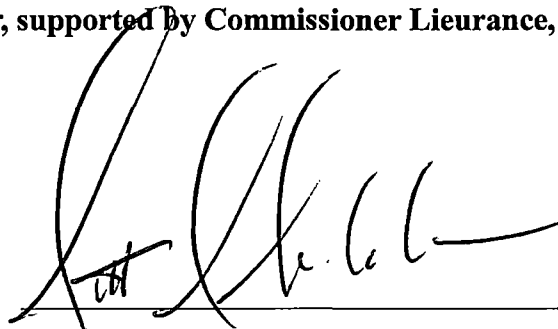
No additional comments were offered.

Adjourn

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

The meeting adjourned at 4:57 p.m.


Kelly J. Church, Recorder


Scott Shackleton, Chairman.