

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

August 8, 2016

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Monday, August 8, 2016 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 2:00 p.m. with a quorum present.

MEMBERS PRESENT: Jim Martin, Scott Shackleton, Don McLean and Rudy Johnson

MEMBERS ABSENT: Conor Egan

OTHERS PRESENT: Jim German, Sharon Kennedy, Tina Ojala, Paul Stanaway, Michelle Robbins, Mike Bitnar, Margie Hank, Jenny Pierce, Brian Bartlett and Kelly Church

Approval of the Agenda

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve the agenda with the addendum. On a voice vote, the motion CARRIED.

Public Comment

No public comment was offered.

Correspondence and Informational Items

The Committee received the monthly travel report and the monthly Visa billing statement, a letter from ASI's Mike Bartley regarding the County's software and the MERS Quarterly reports.

AGENDA ITEMS

Correctional Inmate Healthcare Services Renewal

The Committee reviewed the Correctional Healthcare Companies (CHC) renewal to provide medical care services for the detainees at the Chippewa County Jail for the period of October 3, 2017 through October 2, 2017. The County Administrator was able to negotiate the increase down from the CPI rate of 3.5% to 2.5%.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve the renewal of the Correctional Inmate Healthcare Services contract for the October 3, 2016 through October 2, 2017 at an increase of 2.5% - \$190,638.56 annually. On a voice vote, the motion CARRIED.

44North Benefits Renewal

The Committee reviewed a renewal for employee's short term disability, long term disability and life insurance with 44North, with only an increase to the long-term coverage from 0.41 percent to 0.45 percent of insured earnings (approximately \$200 per month increase). Further discussion of healthcare benefits and the switched to Medicare Advantage with 44North by way of Don Wilson Agency, with the Committee being requested to approve the annual renewal for short-term, long-term, life and healthcare benefits with 44North, due to the upcoming change of Medicare Advantage.

It was moved by Commissioner McLean, supported by Commissioner Johnson, to approve and authorize renewal with 44North for FY17, including employee benefits: short term disability, long term disability, life insurance and healthcare insurance. On a voice vote, the motion CARRIED.

Medical Examiner travel to Marquette

The Committee reviewed a travel request from the Medical Examiner to attend a meeting in Marquette, regarding forensic pathology needs for the Upper Peninsula.

It was moved by Commissioner Johnson, supported by Commissioner McLean, to authorize travel to Marquette for the Medical Examiner on September 6 & 7, 2017. On a voice vote, the motion CARRIED.

USDA Requirement for funding – Administrative Policy #606 Limited English Proficiency

The Committee reviewed the proposed Administrative Policy #606 – Limited English Proficiency for all County Programs – which will meet the required compliance per Executive Order 13166 “Improving Access to services for Persons with Limited English Proficiency” which requires the United States Department of Agriculture (USDA) Rural Development to ensure service.

It was moved by Commissioner McLean, supported by Commissioner Johnson, to approve Administrative Policy #606 Limited English Proficiency for all County Programs – Interpretative Services as presented to meet requirement of the USDA Rural Development. On a voice vote, the motion was CARRIED.

York Risk Services - Workers Comp request for Safety Policy & Committee

The Committee received the review letter from the recent loss prevention walk through at the County offices. Using Industry accepted Best Practices it was recommended that the County establish a Safety Committee, which will also help the County obtain grants monies in the future. Policy #607 Safety Policy & Committee Guidelines were reviewed.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve General Policies No. 607 – Safety Policy & Committee Guidelines as recommended following the risk management walk through by York Risk Services Group. On a voice vote, the motion CARRIED.

Part-time Elected Officials Health Care

The Committee discussed at length the status of benefits for the Chippewa County Surveyor and the Chippewa County Drain Commissioner, as these positions are receiving full-time benefits when only being paid part-time wages. The Committee discussed eliminating all future benefits to these positions, as well as, changing current benefits for prior part-time Commissioners, on a sliding scale until eliminated. The Committee discussed fairness, cost savings and were concerned with the lives that would be effected by any change.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to update policy regarding Part-time Elected Officials as discussed to be presented at the Board meeting. On a voice vote, the motion CARRIED.

Internal Controls Audit & Efficiency Study

The Committee discussed the process of an Internal Controls Audit & Efficiency Study, including the potential cost of approximately \$20,000 - \$50,000, and how the BOC would need to come up with a specific question (set goals for the study) or issue, to proceed. The Administrator spoke with auditors and MAC regarding this question. Discussion followed.

It was moved by Commissioner McLean, supported by Commissioner Johnson, to schedule a Workshop, on Thursday, August 11, 2016 at 4:30 p.m. in the District Courtroom instead of proceeding with an additional audit/study, to get the concerns and questions established. On a voice vote, the motion CARRIED.

Correctional Facility Personnel Changes

Lt. Paul Stanaway addressed the Committee regarding a recent resignation of Cody Mayer, who will maintain his part-time status and the need to fill the positions that become available due to this resignation – including the full time position, a corporal position, and a 79 hours position. The Facility is still having a difficult time finding part-time staff.

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to accept the resignation from Corporal Cody Mayer, including Mr. Mayer maintaining part-time status; to fill the Corporal position through a promotion from with-in; full the full-time position from a 79 hour positions and to fill a 79 hours position within the Chippewa Correctional Facility.

FINANCE

Claims and Accounts

The Committee reviewed the bills and payroll presented for approval.

It was moved by Commissioner Shackleton, supported by Commissioner McLean, to recommend the approval of July bills and payroll as follow: the general claims totaling \$325,695.41, other fund claims \$421,743.74, payroll \$443,320.08, Health Department claims \$527,053.06; total claims \$1,717,812.29 and vouchers H-1 through H-266. On a voice vote, the motion CARRIED.

Committee Comments

None offered.

Chairman's Comments

The Chairman reminded the Committee about an upcoming by invitation meeting with Senator Wayne Schmidt regarding dark stores.

Adjourn

It was moved by Commissioner McLean, supported by Commissioner Johnson, to adjourn the meeting.

Chairman Martin declared the meeting adjourned at 3:15 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman

**Personnel
Management
Policy No. 123**

**Part-time Elected Officials
Benefits & Compensation**

(Drain Commissioner and County Surveyor)

County Board Approval: August 11, 2016 (Updated)
Reviewed: Finance Committee August 8, 2016

Effective August 15, 2016, any future Chippewa County Drain Commissioners and future Chippewa County Surveyors shall not be eligible to accrue county retirement benefits, or hospitalization/medical insurance coverage or payment in lieu of coverage or life insurance coverage. And shall not be allowed to accumulate vacation days, sick days, or any paid leaves of absences.

Travel expenses directly related to official County business shall be reimbursable in a manner consistent with policy #410.

Part-time Officials prior to this date who gained eligibility for health insurance and/or retirement benefits after separation and during their current tenure shall be entitled to maintain and receive the same coverage offered to other eligible current employees and retirees.

Where this policy is in conflict with any previous county policy, this policy shall be the enforced policy.