

# FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

October 10, 2023

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, October 10, 2023 at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 5:30 p.m. with a quorum present. The meeting was available via Zoom.

**MEMBERS PRESENT:** Robert Savoie, Jim Martin, Scott Shackleton, Jim Traynor, and Damon Lieurance

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Karen Senkus, Jim Robinson, Kelly Church and via Zoom Anthony Zakic and Jill Schaefer.

## Approval of the Agenda

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

## Public Comment

No public comment was offered.

## Correspondence and Informational Items

The Committee reviewed the Treasurer's Investment report, the VISA billing, travel requests, and the Home Health and Hospice report. No action required.

## AGENDA ITEMS

### Health Department Quality Assurance Program Improvement (QAPI) Monitoring

- Hospice
- Home Health
- Home Care/Private Duty

The Committee received and reviewed the programming data for the Hospice, Home Health and Home Care/Private Duty for the period covering April 2023 to June 2023. The five 2022-2023 Hospice Performance Improvement Plans from the CHAP deficiencies have all shown improvement with three meeting 100% of the goal and two at 90%. The audit from May 2023 for Hospice there were seven PIPs; with all five improving to 100%, one at 90% and one at 86% compliance. There was one PIP for the Private Duty between both audits and the deficiency has been corrected to 100% compliant. The Home Health 2022-2023 had six PIPs and the May 2023 had four; with five improving to 100% and the other no lower than 75% in compliance. This is a quarterly review by the Board to provide oversight to the Health Department.

It was moved by Commissioner Shackleton, supported by Commissioner Traynor, to acknowledge oversight and the programming updates for Home Health, Home Care/Private Duty and Hospice services provided by the CCHD have been reviewed. On a voice vote, the motion CARRIED.

### Health Department – Community Health Service Policy – WIC Local Policy (new)

The Committee reviewed a new Women, Infants, and Children policy regarding remote appointments for all Community Health Staff.

It was moved by Commissioner Shackleton, supported by Commissioner Martin, to approve and authorize Community Health Services Policy Number:6.04.001; WIC Local Policy for remote appointments, as presented. On a voice vote, the motion CARRIED.

**OES – FY2023 EMPG Grant and Documentation approval - \$20,446.00**

The Committee reviewed the FY2023 Emergency Management Performance Grant Agreement and necessary documents for approval. This grant reimburses \$20,446.00 of the Director’s salary 31.001% of the Directors salary.

**It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize the FY2023 Emergency Management Performance Grant and the necessary documents including the Grant Agreement, Subrecipient Risk Assessment Certification, Standard Assurances, Certifications regarding Lobbying; Debarment, Suspensions and Other Responsibility Matters; and Drug-Free Workplace requirements and an Audit Certification including the County’s W-9. On a voice vote, the motion CARRIED.**

**Emergency Management Coordinator**

**Radio Purchase (1) new consolette- \$10,109.61 to replace broken**

**Radio Purchase (2) new consolettes - \$20,219.22 to be reimbursed by Mackinac County**

The Committee reviewed requests to purchase three radio consolettes with encryption, one to replace 48FE911 which is no longer functional and two to replace 49P911 and 49FE911 backups for Mackinac County and to be paid for by Mackinac County. These purchases will bring three of the six backups into compliance, as these are encrypted. A recent LEIN audit indicated that a switch to encrypted radios will be required to meet the new standards. The cost per unit is \$10,109.61 to be purchased from Elcom who holds the contracts for radio purchases. The turn around time on these units is approximately six (6) months after order.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the purchase of three (3) radio consolettes at the price of \$10,109.61 per radio; and total price of \$30,328.83 from Elcom Services; with Chippewa County being reimbursed for two radios by Mackinac County; waving the purchasing policy and approving the necessary budget amendments. On a voice vote, the motion CARRIED.**

**Public Defender – MIDC Chief Deputy Public Defender salary**

The Committee was updated on the status of the 2023-2024 MIDC grant and discussed the issue of the Chief Public Defender’s wage, not being high enough to receive support to be approved by the MIDC. The MIDC is asking that the wage be comparable to the State’s Attorney General, which is an approximate \$7.40/hour increase to reach the \$99,216.00 MIDC standard. The Committee reviewed options offered by Administration; including doing a special salary; which is done for other attorney positions in both the Public Defender’s Office and the Prosecutors Office; the second option would be to change the Grade of the Chief Public Defender to a Grade 18; two grades lower than the Prosecutor; both options meet the MIDC standards. The Committee discussed the issue, the future of the SOM funding; the PD’s Office current staff and how this decision that needs to be made was forced by the demands of the MIDC; and how these wage demands are unfair to the rural counties governmental structure.

**It was moved by Commissioner Shackleton, supported by Commissioner Lieurance, to approve changing the Chief Public Defenders pay grade to Grade 18 at the five-year level, based on the Administrators recommendation; as it needed to meet the standards to continue with the MIDC grant. On a voice vote, the motion CARRIED.**

**MIDC/Public Defender contracts – Legal Services Agreement (Conflict Attorney)**

- **Legal Services Agreements 10-1-2023 to 9-30-2024**
  - **Brian Bloch, Alfred Feleppa, Chad Peltier and Glenn Sarka**

Upon review; the Committee noted the increase in hourly rates of pay per the MIDC; \$120/hour for misdemeanor’s, \$130/hour for felonies, \$145/hour for capital cases plus mileage at \$0.655/mile. The Committee approved the contracts as presented.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the new Legal Services contracts starting October 1, 2023 through September 30, 2024, as presented. On a voice vote, the motion CARRIED.**

**Administration – Policy 314 OPEB Health Care Annual Funding \$494,005.10**

The Committee reviewed the annual contribution to the MERS Health Care Retiree Vehicle from the Delinquent Tax Revolving Fund following County Policy 314; this year's amount being \$494,005.10, which will be split between the County and the Health Departments OPEB accounts; \$310,634.00 to the County's which will show as fully funded as of December 31, 2022; from the OPEB Actuarial. The Health Department will receive \$183,371.10, with an unfunded amount of \$2,976,020.90 for their retiree health obligation. In addition, on December 29, 2023; the County will be utilizing the \$2,000,000.00 from the MyMichigan land transfer to additionally fund the Health Departments commitment. It was noted that the OPEB actuarial is a moving target, and the accounts could be possibly underfunded again as of December 31, 2023; based on the market, fringe costs and the assumptions that are used. The Committee also requested that a letter of thanks be sent to Attorney Gerald Fisher for his services provided during the MyMichigan land transfer, his expertise, knowledge, and attention to detail were appreciated by all involved, in guiding the County to a successful transaction with MyMichigan.

**It was moved by Commissioner Shackleton, supported by Commissioner Martin, to acknowledge the contribution from the DTRF following Policy 314 of \$494,005.10 to the MERS Health Care Retiree Vehicle; with \$310,634.00 to the County RHFV and \$183,371.10 to the Health Department RHFV; with an additional \$2,000,000.00 to be sent on December 29, 2023 to the Health Department RHFV, which were the proceeds of the MyMichigan land transfer and to send a letter of thanks to Attorney Gerald Fisher. On a voice vote, the motion CARRIED.**

**Administration – Snowplowing and Removal Bid Summaries**

- Sheriff's Storage Building \$5,250.00
- Central Dispatch \$6,750.00
- County Building Parking Lot (8 spaces) \$3,900.00
- Animal Shelter \$3,300.00
- Courthouse Parking (32 spaces) \$4,850.00
- SSM DDA Sidewalk Snow Removal \$2,034.05

The committee reviewed the snowplowing and removal bid summaries.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve the snowplowing and removal bids as follow:**

- Sheriff's Storage Building \$5,250.00 – Frontier Contracting LLC
- Central Dispatch \$6,750.00 – Frontier Contracting LLC
- County Building Parking Lot (8 spaces) \$3,900.00 – Best Maintenance
- Animal Control Shelter \$3,300.00 – Norris Contracting, Inc
- Courthouse Parking (32 spaces) \$4,850.00 – Burton Excavating, Inc.
- SSM DDA Sidewalks (bid out by City of SSM) - \$2,034.05

**On a voice vote, the motion CARRIED.**

**Finance - Claims and Accounts –September – County and Health Department**

**It was moved by Commissioner Shackleton, supported by Commissioner Lieurance, to recommend the approval of September County bills and payroll: general claims \$298,418.79, other fund claims \$2,966,746.49, payroll \$608,716.59, and Health Department claims \$360,740.07 and payroll \$235,846.71 total claims \$3,873,881.87. On a voice vote, the motion CARRIED.**

**Committee Comments**

No additional comments offered.

**Chairman Comments**


No additional comments offered.

**Adjourn**

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

The meeting adjourned at 5:59 p.m.

  
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Kelly J. Church, Recorder

  
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Robert Savoie, Chairman.