

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

September 10, 2024

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, September 10, 2024 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: Jim Martin, Bob Savoie, Jim Traynor, Damon Lieurance, and Justin Knepper

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, DJ Welton, Dave Markham, Cady Bauers, and Kelly Church

PRESENT VIA ZOOM: Anthony Zakic

Approval of the Agenda

It was moved by Commissioner Martin, supported by Commissioner Knepper, 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 County Treasurer's Investment reports, the VISA billing, travel requests, and the annual Foreclosure Sales Report (Form 5840). No action required.

Health Department

Health Department – 2024-2025 Budgets, Contracts and Travel

The Committee reviewed the proposed CCHD 2024-2025 budget, the budget was broken down by Administration, Environmental Health, and Public Health; with revenues and expenditures totaling \$4,885,907. The Committee reviewed the personnel breakdown for wages and fringes; reviewed the IT equipment requests of \$91,445.00, travel requests of \$33,836.87, as well as, the FY2024-2025 contract and agreements listing; which will authorize Health Officer Karen Senkus approval to sign. The Health Department allocation from the County would remain the same as the prior year at \$204,000. The budget will be balanced with the local stabilization grant and utilizing the OPEB funds to pay for retiree health care. Discussion followed.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve the 2024-2025 CCHD budget as presented; including authorizing the Health Officer's signature on the various maintenance and support contracts, IT equipment of \$91,445.00; travel totaling \$33,836.87 with the County allocation of \$204,000.00. On a voice vote, the motion CARRIED.

Health Department – Mission Statement, Organizational Chart, Annual Policy Review and Fee Schedules

The Committee reviewed the CCHD Mission Statement, the Organizational Chart, the Policy Manual Indexes for: Administrative, Financial, Human Resources, Clinical, HIPAA, BC3NP, Children's Special Health Care Services, Family Planning, Communicable Disease, Immunization, Sault Health Adolescent Care Center (SHACC), Maternal Infant Health Program, HIV Aids, Environmental Health, and WIC. The Committee next reviewed the various fee schedules including the CCHD's PFH, SHACC, and Environmental Health. It was noted that the SHACC and PFH fees are adjusted according to changes in insurance reimbursement or new vaccines, etc.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the Chippewa County Health Department's Mission Statement, Organization Chart, the Policies, and the fee schedules as presented. On a voice vote, the motion CARRIED

Health Department – Sale of Fixed Asset – Fridge/Freezer Sale

Health Officer Karen Senkus requested approval to dispose of the Sanyo MPR-414F pharmaceutical fridge/freezer by way of sale.

It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve the sale of the used Sanyo MPR-414F pharmaceutical fridge/freezer. On a voice vote, the motion CARRIED.

Health Department – MOU with EUPISD for Community Information Exchange

Health Officer Senkus requested to enter into an agreement with the EUPISD for work on a Community Information Exchange, as part of the Social Determinants of Health Hub Pilot grant that has been awarded to CCHD. To partner with the EUPISD as they already have an information exchange website.

It was moved by Commissioner Traynor, supported by Commissioner Knepper, to approve and authorize the Memorandum of Understanding between the Chippewa County Health Department and the EUPISD, to share Community Information, part of the Social Determinants Health Hub Pilot grant. On a voice vote, the motion CARRIED.

Health Department – Letter of Intent – Michigan Rx's Kids Program

The Committee reviewed the information on the RxKids, A Prescription for Health, Hope and Opportunity information, the requested letter of intent is to name the Health Officer as the point of contact, while RxKids continue to look for partners to deploy this program in Chippewa County. The mission of the program is to support families during pregnancy and the first year of life.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the letter of intent to RxKids leaders, which appoints the CCHD Health Officer as the point of contact. On a voice vote, the motion CARRIED.

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

- **Legal Services Agreements 9-1-2024 to 9-30-2024**
 - **Diane Kay-Hougaboom and Noah Nightingale**

These contracts will be paid at per the MIDC rates; \$120/hour for misdemeanor's, \$130/hour for felonies, \$145/hour for capital cases plus mileage at \$0.675/mile.

- **Legal Services Agreements 10-1-2024 to 9-30-2024**
 - **Diane Kay-Hougaboom, Chad Peltier, Brian Bloch, Glen Sarka, Jana Mathieu, Fred Feleppa, Gretchen Stankewitz and Noah Nightingale**

Upon review; the Committee noted the increase in hourly rates of pay per the MIDC; \$125/hour for misdemeanor's, \$137.50/hour for felonies, \$150/hour for capital cases plus mileage at \$0.675/mile, or current federal mileage rate. The Committee approved the contracts as presented.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the new Legal Services contracts starting September 1, 2024 through September 30, 2024 and October 1, 2024 through September 30, 2025, as presented. On a voice vote, the motion CARRIED.

Drug Court and Mental Health Court Coordinator wages

Administration is asking that due to the change in the Department of Labor regarding Independent Contractors who issued a final rule that these positions should be employee positions of the County, unless run through a valid LLC; it has been determined that the Non-Union pay scale should reflect \$36.00 per hour for these positions, if allowable within the grant guidelines and budgeting.

It was moved by Commissioner Traynor, supported by Commissioner Knepper, to approve the Grant Coordinator positions for Drug Court and Mental Health Court be placed on the non-union scale at \$36.00 per hour, as long as permitted by the grants. On a voice vote, the motion CARRIED.

50th Circuit Court - Drug Court contracts 10-1-2024 to 9-30-2025

The Committee reviewed contracts for the 50th Circuit Court Drug Court Great Lakes Recovery Centers, Inc. \$20,040.00 and Premier Biotech, Inc. which is fee based, for approval.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the 50th Circuit Drug Court contracts for 2024-2025 Great Lakes Recovery Centers, Inc. (\$20,040) and Premier Biotech, Inc fees as presented. On a voice vote, the motion CARRIED.

Sheriff's Office – Purchase four (4) jail cellblock locks \$9,237.60, plus \$800 to install (waive policy)

The Committee reviewed an invoice from Sentry Security Fasteners Inc. to purchase four (4) jail cellblock locks, which were previously budgeted from a different vendor, the installation charge will be \$800.

It was moved by Commissioner Martin, supported by Commissioner Lieurance, to approve and authorize the purchase of four (4) jail cellblock locks from Sentry Security Fasteners Inc. at the price of \$9,237.60 plus an installation price of \$800.00 and to waive the County's purchasing policy. On a voice vote, the motion CARRIED.

Sheriff's Office – Purchase two (2) Colt 6920 rifles from School Resource Officer Fund, \$2,620.00

The Committee reviewed a quote from CMP Distributors, Inc., to purchase two (2) Colt 6920 M4 Carbine rifles at the price of \$1,310.00 each including shipping and handling. Sheriff Bitnar requested the purchase be charged to the School Resource Officer Fund.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the purchase from CMP Distributors, Inc., to purchase two Colt 6920 rifles, to be paid from the School Resource Officer special fund, at the cost of \$2,620.00. On a voice vote, the motion CARRIED.

Sheriff's Office – Storage/Training Building Change Order \$6,300.00

The Committee reviewed a request from U.P. Engineers & Architects to add four (4) access control door mechanisms, to provide key cards for access to the building and extra work to move data and camera wires and receptacles. The access doors costing \$5,600 and the other work \$700.00.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve, and authorize the to approve the \$6,300.00 change order for door access and moving data, camera, and receptacles. On a voice vote, the motion CARRIED.

Office of Emergency Services – FY2025 Emergency Management Performance Grant – Initial Work

The Committee reviewed the FY2025 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 wages and fringes of approximately \$69,480.76.

It was moved by Commissioner Martin, supported by Commissioner Knepper, to approve and authorize the BOC Chairman's signature on the FY2025 Emergency Management Performance Grant (EMPG), as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services

- **EMT Specialist – Advanced Emergency Medical Technician – Course – 10-person rate - \$7,095.00**
- **EMT-B – Emergency Medical Technician – Course – 10-person rate - \$9,580.00**

The Committee reviewed two requests from Office of Emergency Services Director Greg Postma, to provide EMS training for EMT- Specialist and EMT-B courses. This is one of responsibilities of the OES Emergency Management to provide EMS and Fire agencies within Chippewa County providing training opportunities, as well as, funding the training. Each course price is based on ten (10) persons attending. The first course estimated at \$7,095.00 for EMT-Specialist/Advanced Emergency Medical Technician and will be open to Chippewa County EMS; and the second course EMT-B/Emergency Medical Technician, also open to Chippewa County EMS at an estimated price of \$9,580.00.

It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize the two training courses to County EMS personnel; estimated prices of \$7,095.00 and \$9,580.00 for EMT-Specialist/Advanced Emergency Medical Technician and EMT-B/Emergency Medical Technician, as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services – Surface Lease Extension – RGGGS Land and Minerals – Tower Annual payments \$450.00 for Rockview Tower

The Committee reviewed the Amendment to extend the surface lease with RGGGS Land & Minerals, LTD., L.P. for five additional years effective October 2, 2024 with a newly amended expiration date of October 1, 2029.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the surface lease extension amendment between the Chippewa County and RGGGS Land & Minerals, LTD., L.P., extending the lease five years now through October 1, 2029 with an annual cost of \$450.00. On a voice vote, the motion CARRIED.

Information Systems – MMRMA Grant Updates

- **Network Attached Storage device - \$10,019.00 budget amendment**
- **Building Security and Access Control – remove Courthouse Egress Doors \$41,550.00**

The Committee was updated on recent correspondence from MMRMA regarding the County's requested RAP Grants; the grants which we have been become so accustomed to receiving where unfortunately not funded as requested. This notification will affect two current projects, the first being the network storage, the project will need to increase the budget by \$10,019.00 to complete the project. The second project that will be disturbed is the Building Security and Access Control for the County Building and Courthouse; where we were not awarded \$55,100.00 from MMRMA due to the Membership Committee feeling that Chippewa County had already exhausted the funds from this category on a prior project. The security and access project were budgeted to include the Courthouse egress doors by removing those doors we can lower the bid by \$41,550.00. During finalization of the work, it was found that two doors were missed and need to be added into the project at the cost of \$4,675.00; for a total budget amendment needed of \$18,275.00.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize budget changes for the Network Attached Storage project in the amount of \$10,019.00 and another budget increase in the amount of \$18,275.00 for the Building Security and Access Control, due to the County not receiving MMRMA RAP grants. On a voice vote, the motion CARRIED.

Building and Grounds – Emergency Plumbing & flooring total cost \$34,662.87

The Committee reviewed the final billings for the emergency plumbing repairs and flooring replacement.

It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize bills from Cardinal Plumbing & Heating, MCS Flooring LLC and Steven's Installation totaling \$34,662.87 for the Courthouse emergency repairs. On a voice vote, the motion CARRIED.

Building and Grounds – Basement Flooring estimated \$18,000.00

The Committee received and reviewed an estimate to replace the basement flooring, which has not been replaced since 1989 and with the category two sewer spill and just general wear and tear. MCS Flooring LLC can provide the same commercial LVT, with base shoe, and skim coat materials for \$8,434.05, with an estimated installation price of \$8,334.38. The flooring will be replaced through the public areas and include the vending hall, mail room, lounge/breakroom and up to the threshold of each other door in the basement. County staff will remove the existing carpet and do the staining for the base shoe.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve the estimates to replace the Courthouse basement flooring, as described above, at a cost of \$16,768.43; flooring from MCS Flooring LLC and installation by Steven's Installation. On a voice vote, the motion CARRIED.

Building and Grounds – Equalization Department Counter \$4,742.01 plus installation

The Committee reviewed the quote from Tri County Building Centers to provide a counter cabinet in the Equalization Department, which will provide the staff a better area to work with the customers, as well as, provide separation for office security. Installation of the cabinets is still being quoted and County staff may be able to complete the job.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the cabinetry purchase from Tri County Building Centers at the price of \$4,742.01 for the Equalization Office with installation to be determined. On a voice vote, the motion CARRIED.

Administration – Policies

- **Policy No. 319 Overdraft Fee Policy**

The Committee reviewed the policy as presented, which has been the practice of the County charging for non-sufficient funds.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve Policy No. 319 Overdraft Fee Policy, as presented. On a voice vote, the motion CARRIED.

Administration – Policies

- **Policy No.314 OPEB Health Care Retirement and Pension Annual Funding Policy**

The Committee reviewed updated Policy 314; which now takes into consideration if our OPEB actuarial shows the County being 100% funded that the DTRF funds will be transferred to the underfunded pension fund. Discussion followed regarding the original structure of this policy back in 2014; to fund the liability and then get it to a point of using the funds to pay the annual retiree health care.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the updated Financial Management Policy No. 314 – OPEB Health Care retirement and Pension Annual Funding Policy, as amended and presented. On a voice vote, the motion CARRIED.

Administration – Morgan Stanley – Graystone Consulting – OPEB Funding

The Committee reviewed information that had also been previously emailed to them for their consideration and questions. To approve Administration to work with Morgan Stanley's Jessica Fitzgerald, Senior Vice President to move the County's OPEB monies currently with MERS to Morgan Stanley to stabilize the funds and lower the risks of the market, as we plan to start paying the retiree health care benefits from the fund. This process will take a few months. For a little background for the newer Commissioners, MERS in the past let the County pick and choose the funding; and we had an advisory Committee that looked at the options and the market and made recommendations to the BOC as how to invest the monies; MERS took that option away a few years ago. The Committee discussed several items including getting our choices back in the market, releasing an RFP (the County did vet the OPEB funding when establishing back in 2013 and chose to go with MERS), lower the risk factors from 80% to 40%.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize Administration to work with Morgan Stanley's Jessica Fitzgerald to transfer our OPEB funds from MERS to Morgan Stanley. On a voice vote, the motion CARRIED (4-1 Commissioner Knepper voting nay)

Administration – Release Snowplowing and Removal RFQ's

The Committee reviewed the annual snowplowing and removal RFQ's for the County Building lot, Bingham Street parking, Animal Control and Sheriff's Storage/Training Building, and at Central Dispatch.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to release the RFQ's for snowplowing and removal. On a voice vote, the motion CARRIED.

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

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to recommend the approval of August County bills and payroll: general claims \$759,143.04, other fund claims \$1,877,930.12, payroll \$596,417.22, and Health Department claims \$304,835.70 and payroll \$242,871.26 total claims \$3,781,197.34. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner Knepper asked about the Opioid Fund; this topic is on the Regular Board Agenda.

Chairman Comments

No additional comments were offered.


Adjourn

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

The meeting adjourned at 6:15 p.m.



Kelly J. Church, Recorder



Robert Savoie, Chairman.