

**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS**

Regular Session
December 21, 2023

The Chippewa County Board of Commissioners met in a regular session on Thursday, December 21, 2023, in the 91st District Courtroom.

Chairman Jim Martin called the meeting to order at 4:30 p.m. with a quorum present. The meeting was also available via Zoom. Commissioner Shackleton led the Pledge of Allegiance.

PRESENT: Commissioners Damon Lieurance, Robert Savoie, Scott Shackleton, James Traynor, and Chairman James Martin.

ABSENT: None

ALSO, PRESENT: Administrator Kelly Church, Deputy Administrator Cady Bauers, Cathy Maleport, Clerk, Chief Deputy Clerk Steve Woodgate, Karen Senkus, Tom Green, Patty Green Jill Schaefer, and David J Ulrey, PS. Present Via Zoom: *Joes iPhone*

ADDITIONS AND DELETIONS TO THE AGENDA

It was moved by Commissioner Shackleton, seconded by Commissioner Traynor, to approve the agenda as presented. On a voice vote, the motion carried.

APPROVAL OF COUNTY BOARD MINUTES

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to approve the following minutes as presented:

- Regular Board – November 16, 2023
- Public Hearing – November 16, 2023

On a voice vote, the motion carried.

CORRESPONDENCE RECEIVED IN THE CLERK'S OFFICE

It was moved by Commissioner Traynor, seconded by Commissioner Savoie, to acknowledge the correspondence received in the clerk's office and forward as appropriate. On a voice vote, the motion carried.

PUBLIC COMMENTS

- **Tom Green** introduced himself to the Board, asking for their support as he applied for a seat on the ***Eastern Upper Peninsula Transportation Authority Board***. He communicated that he retired in 2019 as the EMS Operations manager after 36 years and has extensive experience in fleet management.

ADMINISTRATOR'S REPORT

Administrator Kelly Church - provided for informational purposes only - *no action items*.

STANDING COMMITTEE REPORTS

**Building Grounds and Jail, Legislative and Natural Resources and
Information Technology Committee**

Chairman James Traynor

November 30, 2023

Agenda Items

Building and Grounds

Sheriff's Department – Storage Building

The Committee was updated on the plans for the Sheriff's Office Storage building and the schedule for the project, as follows:

- Advertise, January 2, 2024
- Pre-bid on January 10, 2024, at 11:00 a.m.
- Bids Due January 31 by 2:00 p.m.

U.P. Engineers & Architects' Jeremy Gagnon answered a few questions regarding the storage building, and a discussion followed.

It was moved by Commissioner Traynor, seconded by Commissioner Savoie, to approve the project plans and the schedule as referenced above for the Sheriff's Office Storage Building. On a voice vote, the motion carried.

Animal Shelter Renovation – Change order \$12,900.00

The Committee reviewed the drawings and specifications to upgrade the front porch entry area to a 24' x 6' gabled area, with an additional cost of **\$12,900.00** for the Animal Shelter Renovation.

It was moved by Commissioner Traynor, seconded by Commissioner Lieurance, to approve the \$12,900.00 change order for the Animal Shelter renovation project, to upgrade the front porch area. On a voice vote, the motion carried.

It was moved by Commissioner Traynor, seconded by Commissioner Shackleton, to accept the November 30, 2023, Building Grounds and Jail, Legislative and Natural Resources and Information Technology Committee meeting minutes as presented. On a voice vote, the motion carried.

Finance, Claims and Accounts Committee Meeting Minutes

Chairman Robert Savoie

December 19, 2023

AGENDA ITEMS

Environmental Health Wage and Staffing Adjustment Proposal

The Committee reviewed the request from the Health Department Administration to create a 29-hour per week part-time clerical position at \$13.71 per hour based on the County pay scale and increase the two sanitarians' wage by \$2.00 per hour (capped scale of \$26.96). These changes will be funded by new funding based on the prior year's surplus from EGLE Water, Food ELPHS, and EGLE Drinking Water.

Commissioner Shackleton asked if the County Administration agreed with the proposal, which was confirmed.

It was moved by Commissioner Savoie, seconded by Commissioner Lieurance, to approve changes for Environmental Health wage and staffing by adding a 29-hour-per-week part-time position at \$13.71 per hour and to increase the two sanitarians' wage by \$2.00 per hour as presented by the HD Administration and recommended by County Administration. This change will be effective 1/1/2024. On a voice vote, the motion carried.

Home Health and Hospice Non-Union and Union staff – Sick time

The committee was given a brief update on the Home Health and Hospice staffing with regard to the end of the programs being provided by the CCHD staff. During a clinical meeting, the Home Health and Hospice staff asked that their sick time pay be paid out in full if they stay until the end of the program. Currently, non-union employees receive no pay, and the three union members would receive a 50% payout after accumulating ten years of service. As of 11/30/2023, there are 771.82 hours on the books with a payout value of \$21,964.41. Discussion followed. This request for sick time payout will include all staff members of the Home Health and Hospice programs, approximately twenty-one employees.

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to authorize the request to pay out 100% of the sick time on the books for the staff of Home Health and Hospice employees who stay until the end of the program or upon layoff, both union and non-union. On a voice vote, the motion carried.

Health Department - Rebion Purchase Agreement - \$7,995.00 Blinq (pediatric vision scanner)

The Committee reviewed the purchase order request to purchase the Rebion Blinq package from Rebisca, Inc., at the price of \$7,995.00, this is a budgeted item that will need to have the County purchasing policy waived.

The Hearing and Vision program is mandated; this will be a new tool to help diagnose micro-strabismus and amblyopia (lazy eye).

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to approve and authorize the purchase of the Rebion Blinq package from Rebisca, inc. at the price of \$7,995.00 and to waive the County purchasing policy. On a voice vote, the motion carried.

Public Defender – Legal Services Agreement Jana Mathieu (Conflict Attorney)

Upon review, the Committee noted the increase in hourly pay rates per the MIDC: \$120/hour for misdemeanors, \$130/hour for felonies, \$145/hour for capital cases plus mileage at \$0.655/mile. The Committee approved the additional contract as presented.

It was moved by Commissioner Savoie, seconded by Commissioner Lieurance, to approve and authorize the new Legal Services contract for Jana Mathieu starting November 27, 2023, through September 30, 2024, as presented. On a voice vote, the motion carried.

Sheriff's Department

Canteen Services Renewal – Amendment One

Johnson Controls – Annual Renewal – Fire Protection – \$11,910.00

The Committee reviewed two renewal contracts for the Sheriff's Department; one for food services showed increases between 0.08 and 0.39 cents depending on the number of inmates served and the meal types. The renewal for Johnson Controls Fire Protection was also reviewed with the cost at \$11,910.00

to cover the OP panel fire alarm system, the wet sprinkler system, the access control system, the Valcom 51XX system, and the CCTV system from November 1, 2023, through October 31, 2024.

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to approve the renewals for both the Canteen Services, prices as presented, with increases between 0.08 and 0.39 per meal, and the Johnson Controls annual renewal for fire protection covering the systems referenced above at the price of \$11,910.00.

On a voice vote, the motion carried.

Information Systems

FY2022 State and Local Cybersecurity Grant Program – Local Consent Agreement

MOA – for Endpoint Security Services (Federally Funded Services)

CISA – Assessments Service – Vulnerability Scanning

The Committee reviewed three requests from the Information Systems Department, the first seeking approval to seek grant funding through a Local Consent Agreement to receive services for endpoint detection and response software license, cybersecurity assessments, and Incident response planning and training. The second request is to approve an MOA for Endpoint Security Services, which are federally funded services, an agreement between the Center for Internet Security, Inc. “CIS” the Multi-State Information Sharing and Analysis Center “MS-ISAC” and the Elections Infrastructure Information Sharing and Analysis Center “EI-ISAC” for Endpoint Security Services “ESS” – the Information Systems Department will start with the election’s computers. The third request is to obtain Cybersecurity & Infrastructure Security Agency “CISA” assessment services for vulnerability scanning and target discovery to maintain enterprise awareness of the internet-accessible systems. All requests come with no additional costs.

It was moved by Commissioner Savoie, seconded by Commissioner Lieurance, to approve and authorize seeking State and Local Cybersecurity Grant Program, signing the MOA for Endpoint Security Services and the CISA Assessment Services, as presented. On a voice vote, the motion carried.

Administration – 457 Deferred Compensation Plan Proposal

The Committee reviewed the information provided by Morgan Stanley regarding changing our current offerings for employee deferred compensation plans from the current four to one; which will not only be a savings for the employees through fees. Morgan Stanley will also serve as Fiduciary for the plan; the fees would be reduced from 1.55% to .86%, simplifying the investments and having zero financial impact on the County. The following steps are to lock in fee reduction with a service provider, establish a transition timeline (90-120 days), and coordinate with employees, with a projected completion of April 2024.

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to approve and authorize Morgan Stanley's proposal to implement their services for the employee's deferred compensation plans and to serve as the Fiduciary. On a voice vote, the motion carried.

Administration – MMRMA 2024 Renewal (Net Asset Distribution/Renewal/Contribution)

Builder’s Risk – CCACS \$2,750 to \$3,000

The Committee reviewed the net asset distribution of \$34,539.00, which is recommended to be returned to the County’s loss fund, and the proposed contribution for renewal of FY2024 for the County’s Property and Liability Insurance, including the Health Department. The County’s outstanding reserves still exceed the minimum requirements of one and half times self-insured retention of \$112,500.00 plus

any known reserves; underwriting has increased the County member loss fund contribution by \$50,000. The total premium for the year is \$334,261.00, with the CCHD portion being \$98,566. The Committee was also asked to approve a Builder's Risk policy for the Chippewa County Animal Control Shelter, costing between \$2,750 to \$3,000.00.

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to approve the net asset distribution of \$34,539.00 be returned for the County's loss fund and to approve the renewal and contribution breakdown as presented totaling \$334,261.00 to MMRMA for the County's FY2024 Property and Liability Insurance and to approve and authorize payment for a Builder's Risk policy for the Chippewa County Animal Control Shelter's Addition/Renovation for not greater than \$3,000.00. On a voice vote, the motion carried.

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

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to recommend the approval of November County bills and payroll: general claims \$383,213.21, other fund claims \$1,637,921.53, payroll \$592,572.94, and Health Department claims \$298,455.31 and payroll \$222,005.36 total claims \$3,134,168.35. On a voice vote, the motion carried. (4-1, with Commissioner Lieurance abstaining)

Finance – Budget Amendments for FY2023

The Committee reviewed the year-end budget amendments and discussed the continued funding of MERS unfunded liability, as paying these down will help reduce monthly expenditures in the future and lower our costs for general operations.

It was moved by Commissioner Savoie, seconded by Commissioner Lieurance, to approve the year-end budget amendments and to include a MERS payment of \$500,000.00 from the General Fund to cover MERS divisions with unfunded liabilities. On a voice vote, the motion carried.

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to accept the December 19, 2023, Finance Claims and Accounts minutes as presented. On a voice vote, the motion carried.

COMMISSIONER REPORT ON MEETINGS AS BOARD REPRESENTATIVE AND GENERAL COMMENTS

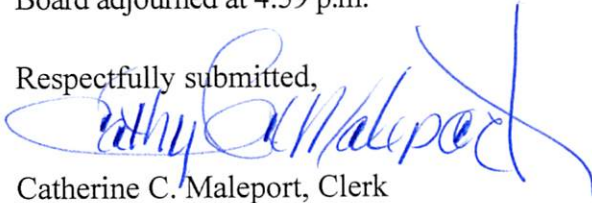
Among some of the comments were as follows:

- *Commissioner Savoie wished everyone a Merry Christmas and looks forward to working with everyone next year.*
- *Commissioner Shackleton also wished everyone a Merry Christmas and noted that he enjoyed working with this Commission this past year, having a solid chairman, an excellent County Commission, it's a pleasure to be here.*
- *Chairman Martin thanked and expressed his sincere appreciation to all the department heads and his fellow commissioners. He also noted that he could not be prouder of any agency than the Sheriff's Department.*

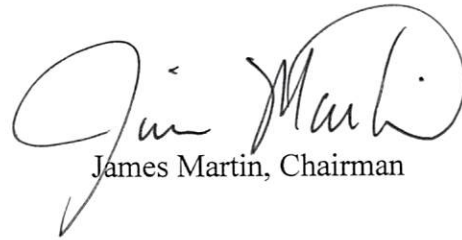
- **Chairman Martin** thanked and expressed his sincere appreciation to all the department heads and his fellow commissioners. He also noted that he could not be prouder of any agency than the Sheriffi's Department.
- **Commissioner Traynor** provided an update on the road commission meeting he attended and also noted that he very much enjoyed being part of the Commission.
- **Commissioner Lieurance** also wished everyone a Merry Christmas and noted that he enjoyed his first year on the Board.

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to adjourn; accordingly, the Board adjourned at 4:59 p.m.

Respectfully submitted,



Catherine C. Maleport, Clerk



James Martin, Chairman