

AGENDA
OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 8, 2021 at 3:30 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

Pursuant to Public Health Orders, this meeting will be held using remote participation via Zoom Meeting.

Click [here](#) for the public link to the meeting. Passcode: operations

Telephone: 1-312-626-6799 Webinar ID: 863 4679 7606 Passcode: 6835018860

Public Comments may be submitted to the Board of Commissioners Deputy Clerk at lisa_sanders@monroemi.org until 12:00 p.m. noon on Monday, February 8, 2021 to be included as part of the public record for this meeting. Click [here](#) for the required format.

ASL Interpreters are available by request. Please click [here](#) to request an accommodation. Requests for accommodation must be submitted by 8:00 a.m. on Friday, February 5, 2021.

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, George Jondro, Greg Moore, Jr. and David Swartout

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (June 16, 2020)

VI. COMMITTEE BUSINESS

1. Letter dated January 6, 2021 from Ms. Kim Comerzan, Health Officer/Director requesting approval to add/fill a full time Public Health Technician position with funding from the 2021 Health Department budget. The position is currently filled through Southeastern Michigan Health Association (SEMHA).
2. Letter dated February 1, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office outlining 2021 reorganization plan for Sheriff's Office with the following: (i) transitioning the majority of police officers from eight (8) hour shifts to twelve (12) hour shifts, (ii) creating 3 command officer positions at the rank of Lieutenant with no backfill of 1 Sergeant and 2 deputy positions; the number of funded positions and certified officers remain the same.

3. Letter dated January 28, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting eight (8) updated County policies for consideration and approval. Includes a summary matrix of the policies recommended and the suggested updates for each policy.

- a. **Policy 101-Organization and Structure of County Policies**
- b. **Policy 201-Preparation of Agendas for Board of Commissioner's Meetings**
- c. **Policy 202-Preparation & Distribution of Agendas for County Boards & Commissions (*New Policy*)**
- d. **Policy 203-County Resolutions, Special Tributes and Certificates**
- e. **Policy 204-Conflicts of Interest**
- f. **Policy 302-Claims Against the County**
- g. **Policy 307-Employee Expense Reimbursement**
- h. **Policy 608-Drugs, Narcotics & Alcohol**

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. CITIZENS TIME

X. INFORMATION

X. COMMISSIONERS TIME

XI. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 or visit our website at www.co.monroe.mi.us.

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
JUNE 16, 2020 at 5:30 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

- I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners held a regular meeting on May 13, 2020 via electronic video/teleconference via Zoom Meeting pursuant to Governor Gretchen Whitmer's Executive Order 2020-75 (rescinding Executive Order 2020-48) Chairman Oley called the meeting to order at 5:30 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, David Hoffman, George Jondro, Jerry Oley and David Swartout

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

- II. Commissioner Oley led the Pledge of Allegiance.

- III. APPROVAL OF AGENDA (06/16/2020)
Motion by Commissioner Hoffman, seconded by Commissioner Jondro to approve the June 16, 2020 Agenda as presented.

Voice vote taken. Motion carried.

- IV. APPROVAL OF MINUTES (05/13/2020)
Motion by Commissioner Hoffman, seconded by Commissioner Swartout to approve the May 13, 2020 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

- V. COMMITTEE BUSINESS

1. Letter dated June 3, 2020 from Ms. Mary-Patrice Patrick, Monroe County Friend of the Court outlining the 2020 restructuring plan for the Monroe County Friend of the Court to make the part-time referee position a full-time referee position and eliminate two vacant part-time secretary positions. The cost of the restructuring is within the Friend of the Court's 2020 budget.

Chairman Oley read the request into the record.

Mr. Michael Bosanac, Administrator/Chief Financial Officer and Ms. Patrice Patrick explained the request and answered questions.

Motion by Commissioner Hoffman, seconded by Commissioner Brant to recommend to the full board to approve the 2020 restructuring plan for the Monroe County Friend

of the Court to make the part-time referee position a full-time referee position and eliminate two vacant secretary positions.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
David Hoffman		
Mark Brant		
George Jondro		
Jerry Oley		
David Swartout		

Motion carried.

- Letter dated June 10, 2020 from Ms. Stacey Goans, Director, Monroe County Employment and Training Department outlining the 2020 reorganization plan for the Monroe County Employment and Training Department which creates one (1) Fiscal Manager, two (2) additional Employment Specialists, one (1) additional Career Development Facilitator and eliminates the vacant Fiscal Controller and vacant Counselor positions. The reorganization is included in the Employment and Training Department's 2020 budget with 100% funding from grant dollars awarded by the Southeast Michigan Community Alliance (SEMCA).

Chairman Oley read the request into the record.

Mr. Michael Bosanac and Ms. Stacey Goans explained the request.

Motion by Commissioner Brant, seconded by Commissioner Swartout to recommend to the full board to approve the 2020 reorganization plan for the Monroe County Employment and Training Department, which creates one (1) Fiscal Manager, two (2) additional Employment Specialists, one (1) additional Career Development Facilitator and eliminates the vacant Fiscal Controller and vacant Counselor positions.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
David Hoffman		
Mark Brant		
George Jondro		
Jerry Oley		
David Swartout		

Motion carried.

VI. NEW BUSINESS – None

VI. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –

Commissioner Hoffman—These two departments restructuring/reorganizing is a positive move and will improve out services for the community.

Commissioner Oley—Appreciate the review of the matter that has been brought before us and all the hard work that has gone into it.

No other Commissioners made any comments.

XI. ADJOURNMENT - Motion by Commissioner Brant, supported by Commissioner Hoffman to adjourn. Voice vote taken and motion carried. Chairman Oley adjourned the meeting at 5:45 p.m. with no further business.

January 6, 2021

Dear Chairman Brant,

This letter serves as a request for approval to post and obtain a full time Public Health Technician position to provide necessary clerical and clinical support to the Health Department in various programs that serve the residents of Monroe County.

The funding for this position is established in the 2021 budget. The position previously has been filled by a Southeastern Michigan Health Association (SEMHA) employee who has recently terminated employment at the Health Department. This individual works directly with clients through appointment scheduling, registration for services, clinical technical support and other client based functions.

You may be aware of the long history of the Health Department utilizing SEMHA as a fiduciary for employing staff at the Health Department. Because this mechanism has proved more costly to the county, we are taking the opportunity when it avails itself to replace SEMHA positions with county positions in an effort to be more cost effective.

The position is supported through grant funded programs, including WIC, Family Planning, and Immunizations.

Thank you for your consideration of this request and please contact me with any questions or if you need additional information.

Thank you,

Kim Comerzan

Kim Comerzan, MSN, RN, CNS
Health Officer/Director

CC: MC Board of Commissioners
Michael Bosanac, County Administrator
Aundrea Armstrong, Human Resource Director
Lisa Sanders, Administrative Assistant, MC Board of Commissioners

HIRING REVIEW FORM

Department: _____

Vacancy Job Title: _____

Brief Job Description:

Budgeted Position: _____ YES

If **YES**, are Funds Available? _____ YES * Must be verified by Finance/HR

_____ NO *Must provide Funding Plan, verified by

_____ NO

If **NO**, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Completed By: _____ DATE: _____

Human Resources/ Finance Use:

Conclusion:

Finance Reviewer: _____ DATE: _____

HR Reviewer: _____ DATE: _____

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	ADMIN	TOTAL
ANNUAL BUDGET	2021	FUND 221	N/A			SEMHA EMPLOYEE	\$ 36,210	\$ 14,750	\$ 2,548	\$ 53,508
PROPOSED	DOH 2/1/21	FUND 221	UNION_04GA	RYE5	1	PUBLIC HEALTH TECHNICIAN	\$ 26,864	\$ 15,299	\$ -	\$ 42,162
						TOTAL COST/(SAVINGS)	\$ (9,346)	\$ 549	\$ (2,548)	\$ (11,346)
FINANCE CONCLUSION:										
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.										
ANNUAL PROPOSED	2021	FUND 221	UNION_04GA	RYE5	1	PUBLIC HEALTH TECHNICIAN	\$ 29,449	\$ 19,445	\$ -	\$ 48,894



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

February 1, 2021

Mr. Randy Richardville, Chairman
Monroe County Board of Commissioners
Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Proposed Shift and Operational Staffing Plan-Monroe County Sheriff's Office

Dear Chairman Richardville and Committee Members:

The Monroe County Sheriff's Office, in consultation with the Human Resources and Finance offices, has developed the above plan and presents the same for the Committee's review. Upon your review, we trust you will accept our request to approve the plan as presented. A few of the key highlights and objectives of the plan are as follows:

- Move a majority of police officer position classifications from eight (8) hours to twelve (12) hours per shift
 - Extended shifts will allow for more efficient scheduling of manpower resulting in expected reductions in overtime costs. The plan will provide consistent day to day staffing levels/coverage
 - The plan will be more cost effective by extending straight time pay for the additional four (4) hours per shift in lieu of adding more funded positions to deliver more hours of law enforcement services
 - The plan adds 6,240 hours of law enforcement for less overall cost than if we were adding three (3) additional positions
 - By moving to 12 hour shifts, plan leverages the most out of existing human capital before investing in additional staff and the requisite associated costs of outfitting and supplying each additional officer with the tools and equipment to serve; and
- Create three (3) command officer positions at the rank of Lieutenant to provide the overall leadership and management of the Sheriff's Office. These positions would be filled internally with promotions of existing officers. As a result, one (1) Sergeant position and two (2) Deputy positions will not be backfilled, the total funded positions in the Sheriff's Office budget will remain unchanged.

As part of our overall change in how the department is staffed and operations carried out, we identified a number of operational changes and expenditure reductions that add to the underlying ability to finance the cost of the plan. In year one, the cost savings are both one time and recurring. In future years, the focus is on carrying forward the recurring savings that defer but do not fully cover the total cost of the plan within the Sheriff's Office budget. For the 2021 year budget, the plan is cost neutral and the Sheriff's Office budget is able to absorb the budget changes that will be made as part of the plan's implementation.



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Troy Goodnough, Sheriff

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The second year plan, if it continues as developed, will have an annualized additional cost based on 2021 dollars of \$217,791. While we recognize this additional amount, we feel it is both relatively minor in the overall importance of law enforcement as public safety remains a high priority of the Board. We also expect other budget opportunities to present themselves to be available as we develop the 2022 and cover this additional cost.

On behalf of the Sheriff's Office, I will present additional details and information on the plan, the operational changes that will be part of the implementation and the overall value to the office in enhancing response times and law enforcement services throughout Monroe County.

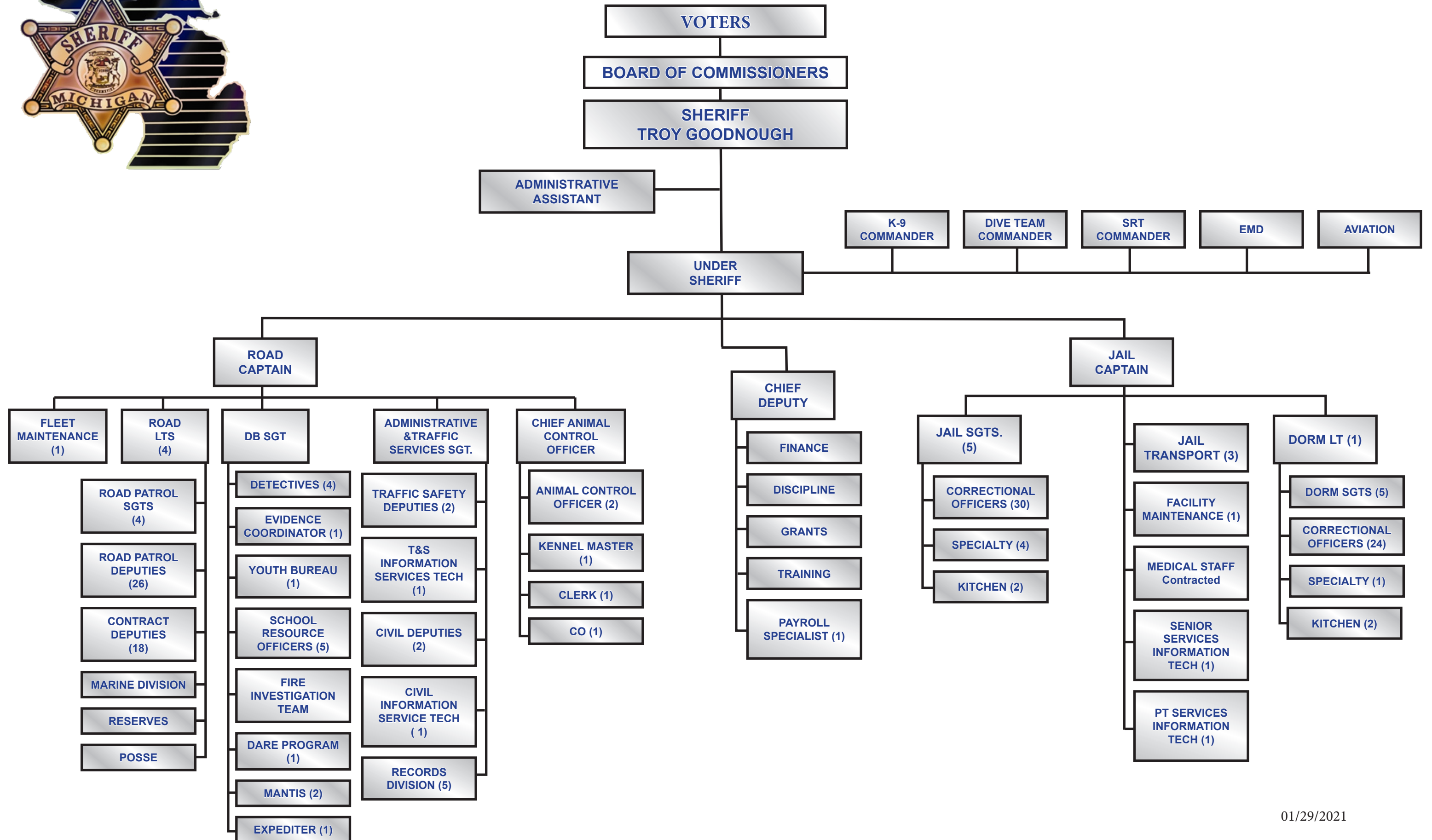
Our request is the Committee accepts the communication, place it on file and recommend the Full Board of Commissioners approve the changes in hours of work, the change in funded positions and associated authorizations required to implement the plan as presented.

Sincerely,

Troy Goodnough, Sheriff
Monroe County Sheriff's Office



MONROE COUNTY SHERIFF'S OFFICE



<u>Days</u>			<u>Nights</u>		
<u>Team A</u>			<u>Team A</u>		
Lt			Lt		
Sgt			Sgt		
1 Deputy	D-1		26 Deputy	D-1	K-9
2 Deputy	D-1		27 Deputy	D-1	
3 Deputy	D-1		28 Deputy	D-1	
4 Deputy	D-1 11a-11p		29 Deputy	D-2	
5 Deputy	D-2		30 Deputy	D-2	
6 Deputy	D-2		31 Deputy	D-3	
7 Deputy	D-3		32 Bedford		
8 Bedford			33 Bedford		
9 Bedford			34 Frenchtown		
10 Bedford 11a-11p					
11 Frenchtown					
12 Monroetownship 2p-2a					
13 Resort Beach 2p-2a					
<u>Traffic Services</u>			<u>School Resource</u>		
Sgt			56 Airport		
44 Deputy			57 Bedford		
45 Deputy			58 Bedford		
			59 Monroe		
			60 Summerfield (Contract)		
			61 Whiteford		
<u>Civil Division</u>			<u>Mantis</u>		
46 Deputy			62 Detective		
47 Deputy			63 Detective		
48 Deputy Expeditor			<u>Jail Transport</u>		
49 Deputy DARE			64 Deputy		
			65 Deputy		
			66 Deputy		
<u>Detective Bureau</u>					
Sgt					
50 Detective					
51 Detective					
52 Detective					
53 Detective					
54 Evidence					
<u>Youth Bureau</u>					
55 Detective					
Total Contract Deputies including school resource officers			23		
Total General Funded Deputies, 416,Civil, Court Transport, Mantis & Detectives			<u>43</u>		
Total			66		

***** Positions 1-45, 50-54, as well as the Detective and Traffic Sergeant are 12 hour shifts (84 hours). The remaining are 8- hour shifts (80 hours)

Transition from 8 hour shifts to 12 hour shifts:	
8 hour shift cost	\$ 8,066,084
12 hour shift cost	\$ 8,412,646
less increase in Local Unit Contract Revenue	\$ (75,221)
Cost of Transition from 8 hour shifts to 12 hour shifts	\$ 271,342
Create 3 additional Lieutenant Positions	\$ 522,149
Eliminate 1 Sergeant Position	\$ (153,307)
Eliminate 2 Deputy Positions	\$ (174,275)
Total Reorganization Cost/(Savings)	\$ 465,908
Annual Savings	
Personnel Savings Retirements/Backfills	\$ (96,717)
Car savings	\$ (36,750)
Briefing Time	\$ (25,000)
Overtime	\$ (89,650)
Total Other Savings	\$ (248,117)
Grand Total Cost/(Savings)	\$ 217,791
2021 Savings:	
Backfills May start date (Academy Graduation)	\$ (105,478)
12 Hours Shift March Start Date	\$ (67,835.00)
Delay in Hire Deputy Vacancy(6/20/21)	\$ (43,569.00)
Total 2021 Savings	\$ (216,882)
2021 Grand Total Cost/Savings	\$ 909.41

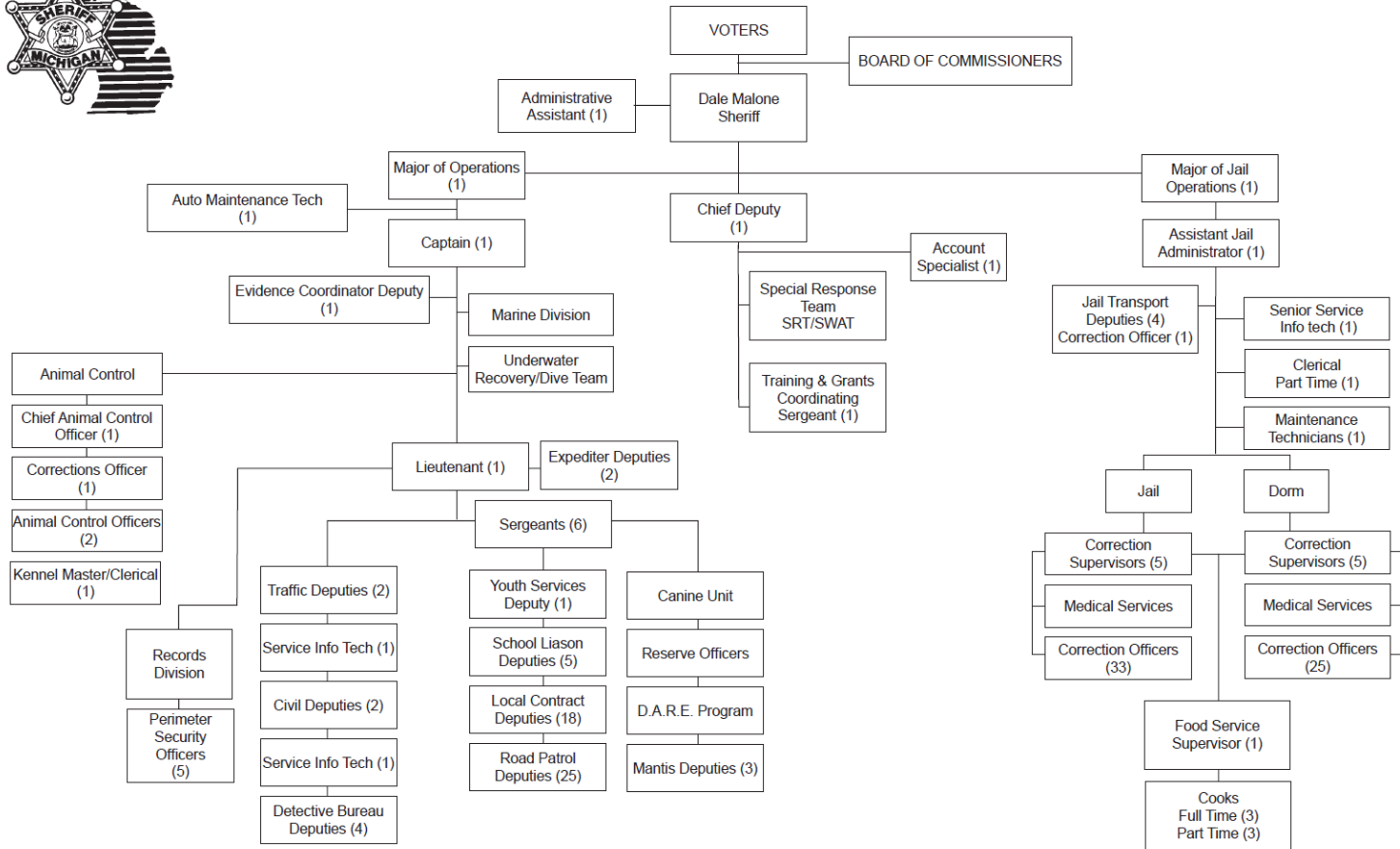
Monroe County Sheriff's Office

Staffing Proposal

Current Organizational Chart



2019 Monroe County Sheriff's Office Organizational Chart



Current Staffing Model

- Based on 8-hour day
- Work 10 days out of 14
- 80 hours per pay period
- 2,080 hours per year
- Two weekends off every six weeks

Current Staffing Model

- One (1) Uniformed Services Captain
- One (1) Uniformed Services Lieutenant
- Six (6) Uniformed Services Sergeants
- One (1) Traffic Services/Detective Sergeant
- 68 Deputy Sheriffs
 - 45 County Funded Deputies
 - 23 Contracted Deputies
- Total Sworn Officers (Command & Deputy) = 77

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graph TD
    VOTERS[VOTERS] --> BOARD[BOARD OF COMMISSIONERS]
    BOARD --> SHERIFF[SHERIFF TROY GOODNOUGH]
    SHERIFF --> ADMIN[ADMINISTRATIVE ASSISTANT]
    SHERIFF --> UNDER_SHERIFF[UNDER SHERIFF]
    SHERIFF --> K9[K-9 COMMANDER]
    SHERIFF --> DIVE[DIVE TEAM COMMANDER]
    SHERIFF --> SRT[SRT COMMANDER]
    SHERIFF --> EMD[EMD]
    SHERIFF --> AVIATION[AVIATION]
    UNDER_SHERIFF --> CHIEF_DEPUTY[CHIEF DEPUTY]
    UNDER_SHERIFF --> JAIL_CAPTAIN[JAIL CAPTAIN]
    CHIEF_DEPUTY --> ANIMAL[CHIEF ANIMAL CONTROL OFFICER]
    CHIEF_DEPUTY --> FINANCE[FINANCE]
    CHIEF_DEPUTY --> DISCIPLINE[DISCIPLINE]
    CHIEF_DEPUTY --> GRANTS[GRANTS]
    CHIEF_DEPUTY --> TRAINING[TRAINING]
    CHIEF_DEPUTY --> PAYROLL[PAYROLL SPECIALIST (1)]
    ANIMAL --> ANIMAL_OFFICER[ANIMAL CONTROL OFFICER (2)]
    ANIMAL --> KENNEL_MASTER[KENNEL MASTER (1)]
    ANIMAL --> CLERK[CLERK (1)]
    ANIMAL --> CO[CO (1)]
    JAIL_CAPTAIN --> JAIL_SGTS[JAIL SGTS. (5)]
    JAIL_CAPTAIN --> CORRECTIONAL[CORRECTIONAL OFFICERS (30)]
    JAIL_CAPTAIN --> SPECIALTY_1[SPECIALTY (4)]
    JAIL_CAPTAIN --> KITCHEN[KITCHEN (2)]
    JAIL_CAPTAIN --> TRANSPORT[JAIL TRANSPORT (3)]
    JAIL_CAPTAIN --> FACILITY[FACILITY MAINTENANCE (1)]
    JAIL_CAPTAIN --> MEDICAL[MEDICAL STAFF Contracted]
    JAIL_CAPTAIN --> SENIOR[SENIOR SERVICES INFORMATION TECH (1)]
    JAIL_CAPTAIN --> PT[PT SERVICES INFORMATION TECH (1)]
    JAIL_CAPTAIN --> DORM_LT[DORM LT (1)]
    DORM_LT --> DORM_SGTS[DORM SGTS (5)]
    DORM_LT --> CORRECTIONAL_2[CORRECTIONAL OFFICERS (24)]
    DORM_LT --> SPECIALTY_2[SPECIALTY (1)]
    DORM_LT --> KITCHEN_2[KITCHEN (2)]

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The organizational chart for the Sheriff's Office shows a hierarchical structure starting with VOTERS at the top, followed by the BOARD OF COMMISSIONERS and SHERIFF TROY GOODNOUGH. The Sheriff oversees an ADMINISTRATIVE ASSISTANT and an UNDER SHERIFF. The UNDER SHERIFF manages several specialized teams: K-9 COMMANDER, DIVE TEAM COMMANDER, SRT COMMANDER, EMD, and AVIATION. The UNDER SHERIFF also oversees the CHIEF DEPUTY and the JAIL CAPTAIN. The CHIEF DEPUTY manages the CHIEF ANIMAL CONTROL OFFICER, FINANCE, DISCIPLINE, GRANTS, TRAINING, and a PAYROLL SPECIALIST (1). The CHIEF ANIMAL CONTROL OFFICER oversees ANIMAL CONTROL OFFICER (2), KENNEL MASTER (1), CLERK (1), and CO (1). The JAIL CAPTAIN manages JAIL SGTS. (5), CORRECTIONAL OFFICERS (30), SPECIALTY (4), KITCHEN (2), JAIL TRANSPORT (3), FACILITY MAINTENANCE (1), MEDICAL STAFF Contracted, SENIOR SERVICES INFORMATION TECH (1), PT SERVICES INFORMATION TECH (1), and a DORM LT (1). The DORM LT oversees DORM SGTS (5), CORRECTIONAL OFFICERS (24), SPECIALTY (1), and KITCHEN (2).

01/29/2021

Proposed Staffing Model

- Based on 12-hour shift
- Work 7 days out of 14
- 84 hours per pay period
- 2,184 hours per year
- Every other weekend off

Proposed Staffing Model

- One (1) Uniformed Services Captain (80 hours)
- One (4) Uniformed Services Lieutenant
- Four (4) Uniformed Services Sergeants
- One (1) Traffic Services/Administrative Sergeant
- One (1) Detective Sergeant
- 66 Deputy Sheriffs
 - 43 County Funded Deputies
 - 23 Contracted Deputies
- Total Sworn Officers (Command & Deputy) = 77

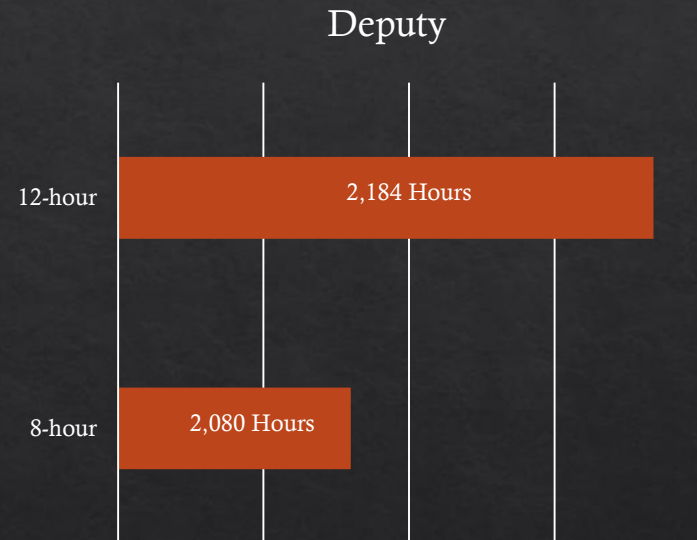
Police Coverage Comparison

	Current Staffing Model (Days)	Current Staffing Model (Afternoons)	Current Staffing Model (Nights)	Proposed Staffing Model (Days)	Proposed Staffing Model (Nights)
Command	2	2	2	2	2
County Funded Deputy	4	6	5	7	6
Bedford Contract	2	3	2	3	2
Frenchtown Contract	1	1	1	1	1
Monroe Township	0	1	0	1	0
Resort Beach	0	1	0	1	0
Totals	9	14	10	15	11

- Current model staffing numbers are averages and may change day to day
- Hybrid carry over shifts

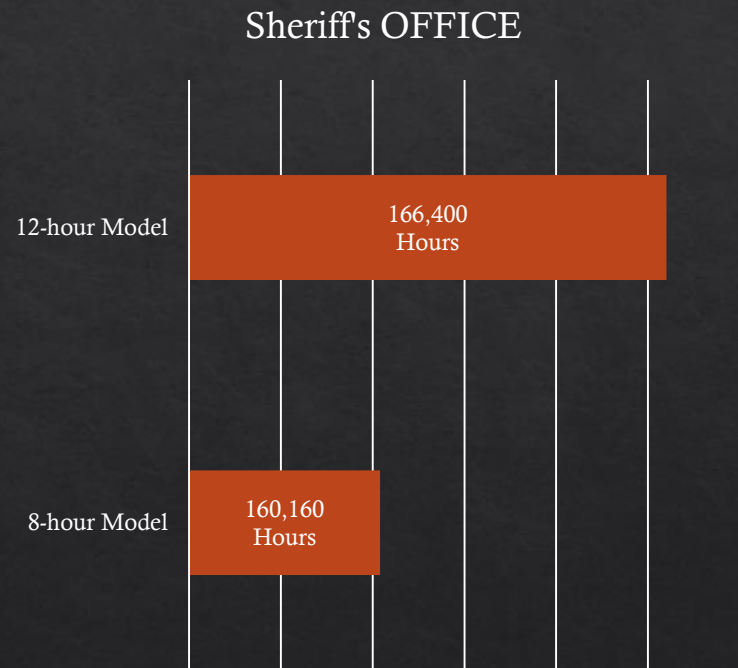
Hour Comparison

- ◆ Each Deputy will work an additional 104 per year at straight time increasing boots on the street.



Hour Comparison

- ◆ The 12-hour model will increase total hours by 6,240 hours (increase boots on the street)



Key Points

- ◆ Majority of Police Officer Positions will move from 8-hour model to 12-hour model
- ◆ Extended shifts will allow for more efficient scheduling of manpower resulting in reductions of overtime
- ◆ 6,240 added hours from 12-hour model is the equivalent of three (3) full time employees but carries less overall cost than adding additional positions
- ◆ The plan creates three (3) Lieutenant positions to provide leadership and supervision within the Sheriff' Office

Additional Benefits

- ◆ 12- hour model creates additional visible police presence through increased coverage on each shift
- ◆ Increased police coverage helps to reduce response time to emergencies and citizens' calls
- ◆ Increased coverage allows for more proactive police efforts
- ◆ 12-hour model helps with recruiting and retention



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

February 8, 2021

Mr. Randy Richardville, Chairman
Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Recommended Policies for Update

Dear Chairman Richardville and Committee Members:

Enclosed are eight (8) policies for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners for approval. All but one (1) of the policies is an existing policy. The others have been reviewed and updated for various reasons. Our intent is to continue reviewing policies from an operational, legal and outcome based approach. The policies help set the expectations and roadmap of the organization.

With respect to the inventory of County policies, while some of the policies are older in terms of their original implementation date, they remain effective and meet the purpose of guiding the operations. Over time, policies are either updated or created to address an emerging need. Policies related to benefit programs are updated to be current with the benefit program as they must mirror the benefit provided. Policies also have impact in the collective bargaining arena as they are part of the negotiation with employee groups and may be amended from this outcome.

To assist the committee, attached is a matrix of the policies that are included for this meeting. The document is intended to provide a summary overview of each policy for consideration, the type or area of operation, its number, name, specific content that was reviewed and subsequently amended and any other supplemental comments for further understanding.

As the year progresses and additional committee meetings are scheduled, we will include more policies recommended for updating until we have completed a review all of the policies. Our goal is to get the policies up to date through a structured approach. Some policies will be easier than others and for the latter, more research, review and drafting along with additional input will be necessary. That will involve additional time and we expect the full policy review work won't be completed until year end.

Each time the committee meets, we will use the enclosed tracking form to act as the covering and controlling document for those policies ready for review and adoption. In terms of process, we have a structure in place. Policies can be reviewed in sequence by functional area and then if any amendments or revisions are needed, they can be made by the appropriate person leading that policy review effort, i.e. Administrator, HR, Finance, or IT as the groups primarily administering the policies covering these functional areas of the organization. The Courts will also need to sign on to the policies as they adopt them as their policies. So, we will engage them for their concurrence with the policies and our objective will be to work jointly. The same is true of the co-employers who are the elected officials.

As the policies are reviewed, examples of the input from other applicable sources is as follows:

Employee Relations Policy Area: Benefits policies-Gather input from labor and benefit counsel, HR director and administrator along with peers or professional organizations as may be needed.

Financial and Operational Policy Area: Gain input from bond counsel where applicable, administrator, finance director, treasurer, independent auditor and peers/professional organizations.

General Governance Policy Area: Include input from general legal counsel, administrator, and select department heads and also peers from other counties as may be applicable.

For this meeting, we have provided you with the original or current policy, a marked up copy with the changes noted and then a clean copy. The exception of course is any new policy would simply be the proposed policy in clean format. Let us know if you prefer a different approach.

We will briefly review each policy with the committee, respond to questions and look for your support and approval.

Sincerely,



Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING FEBRUARY 8, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Organization 100	101	101	Organization & Structure of County Policies	Expands name of policy Restructures the organization of policies under section headers (numbers & policy names) Edits/revisions with current updates	Improves the organization of the polices and separates them by more detailed headers/subjects as policies have increased in count.
Governance 200	201	201	Preparation of Agendas for Board of Commissioners' Meetings	Revises policy to align with updated Board of Commissioners By-Laws	By-Laws have had several updates and the policy & By-laws should be aligned.
Governance 200	NA	202	Preparation and Distribution of Agendas for County Boards and Commissions	New policy to provide uniformity & consistency to all County Boards & Commissions' agendas. Standardized & minimum formats of agendas & times for the preparation & distribution	Help give guidance to all Boards & Commissions of the County to assist in meeting requirements for public meetings
Governance	501	203	County Resolutions, Special Tributes and Certificates	Revises old policy, moves it under the Governance section of manual	Provides additional clarity, coordination , and presentation of resolutions through the Chairperson. Provides a hierarchy of recognition.
Governance 200	403	204	Conflicts of Interest	Policy compliance to Open Mtg. Act Expanded policy statement and code of conduct further defined	Provides for intended outcomes and draws from other policies for modeling the county's Adds a section on code of conduct and expands several areas of the old policy for more clarity.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING FEBRUARY 8, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Mgt & Budgeting	302	302	Approval of Claims Against the County Of Monroe	Updates to reflect the elimination of the Finance committee.	Align with Board Bylaws.
Financial Mgt & Budgeting	307	307	Employee Expense Reimbursement	Policy name change, includes travel expenses and other allowable employee expense reimbursement. Provides updates to policy limits and additional provisions of the policy.	Includes Michigan Treasury guidelines on allowable expenses made a part of the policy. All employee expense reimbursement for travel or other business costs incurred tracked on single request form.
Employee Relations	406	608	Drugs, Narcotics & Alcohol	Updates to policy reflecting changes to law. Provide consistency of policy with current law.	Changes developed with labor counsel.

Section Name: General Effective Date: March 23, 1999
Section Number: 100 Date of Revision:
Policy Number: 101
Page: 1 of 3

Subject: Policies

1. Purpose: To establish a system for the preparation and issuance of policies by the Monroe County Board of Commissioners. The County's policies are intended to provide written guidelines for administrative actions, achieve consistency and uniformity in the handling of administrative affairs, and improve internal communications and understanding.

2. Statement of Policy:

- 2.1 County policies will be promulgated to improve the quality and efficiency of County Service.

The County's policies shall not be construed as creating a contract between the Employer and any of its employees. The interpretation and operation of all policies are within the sole discretion of the County.

No person or representative of the Employer, other than the Monroe County Board of Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provision contained herein.

- 2.2 Subject Categories. Board policies will be issued under one of the following eight (8) subject categories:

- General - 100
- Administrative Organization - 200
- Financial Management (including budget administration) - 300
- Employee Relations - 400
- Public Information (including public relations) - 500
- Equipment - 600
- Buildings and Property - 700
- Inter-Departmental Coordinating Directives - 800

- 2.3 Numbering System. Board policies will be numbered serially according to the three-digit code assigned each subject category by the County Clerk.

2.4 Policy Form. Board policies shall be organized as follows:

- Purpose
- Statement of Policy
- Definitions
- Application
- Responsibility
- Administrative Procedure
- Legislative History

2.5 Approval Process. Drafts of proposed policies should be submitted to the Board of Commissioners. The Chairperson shall refer the policy to the appropriate Standing Committee of the Board of Commissioners which shall research and review the need for the proposed policy and finalize the drafts for submission to the Board of Commissioners.

2.6 Interpretation of Policy. The County Administrator/Chief Financial Officer or his or her authorized designee shall be responsible for the interpretation of Board policy and shall issue such interpretive rulings or guidelines as may be required in their implementation.

2.7 Exceptions to Policy. Policies are intended to serve as guidelines for the administration of Monroe County. Exceptions to policy may be approved upon recommendation of the County Administrator/Chief Financial Officer and approval of the Board of Commissioners.

2.8 Revisions or Cancellation of Policies. All policies shall be subject to revision or cancellation by the Board of Commissioners at its discretion.

3. Definitions:

3.1 Policy. A statement that makes Board decisions available in a form that is convenient for the conduct and management of the County's administrative affairs.

3.2 Policy Manual. A loose-leaf binder containing policies of Monroe County.

3.3 County Departments. Departments responsible for the management of specific County operations.

3.4 Appointing Authority. An Appointing Authority is the head of a department, a person or group of persons with the power of law, ordinance,

or lawfully delegated authority to make appointments to positions in the County.

4. Application: This policy shall apply to all departments and administrative units of Monroe County government.

5. Responsibility:

- 5.1 The Monroe County Board of Commissioners shall be responsible for the adoption of all policies.
- 5.2 The County Clerk shall be responsible for certifying policies approved by the Board of Commissioners, distributing certified copies to all County Departments and assigning the appropriate three-digit code to policies.
- 5.3 Department Heads shall be responsible for maintaining a complete and up-to-date Policy Manual, distributing policies to employees, and ensuring compliance with all policies.
- 5.4 The Administrative Assistant of the Board of Commissioners shall be responsible for maintaining a record of all policies approved by the Board of Commissioners.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated

Section Name: General
 Section Number: 100
 Policy Number: 101

Effective Date: March 23, 1999
 Date of Revision: *February 16, 2021*

Page: ~~1 of 3-4~~

Subject: Policies *Organization and Structure of County Policies*

Purpose:

~~1.~~ To establish a ~~system~~ *structure* for the preparation and issuance of policies by the Monroe County Board of Commissioners. The County's policies are intended to provide written guidelines for administrative actions, achieve consistency and uniformity in the handling of administrative affairs, *guide decision making* and improve internal communications and understanding.

Scope

This policy shall apply to all offices, departments and administrative units of Monroe County government,

~~2.~~ Statement of Policy:

~~A. 2.1~~ County policies ~~are will be~~ promulgated to ~~promote improve the~~ quality and efficiency of County public services to the citizens and users of county programs and services. All policies shall be accessible to employees and the public through posting of the County policy manual on the County's official website.

The County's policies shall not be construed as creating a contract between the Employer and any of its employees. The interpretation and ~~application~~ *operation* of all policies are within the sole discretion of the County with ultimate responsibility residing in the Board of Commissioners.

~~No person or representative of the Employer, other than the Monroe County Board of Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provision contained herein.~~

~~B. 2.2~~ Subject Categories. Board policies will be issued under one of the following ~~eight (8)~~ *nine (9)* subject categories:

- ~~100 General~~ *100 Organization and Structure of County Policies*

- ~~200 Administrative Organization~~—200 *Governance*
- ~~300 Financial Management (including and Bbudgeting administration)~~—300
- ~~400 Employee Relations~~—400 *Employment Compensation and Benefits*
- ~~500 Public Information (including public relations)~~—500 *Post Employment Benefits*
- ~~600 Equipment~~—600 *Employee Relations*
- ~~700 Buildings and Property~~—700 *Safety*
- ~~800 Information Technology~~
- ~~900 Property & Facilities~~

2.3C. Numbering System. Board policies will be numbered serially according to the ~~a~~ three-digit code assigned each subject category. ~~by the County Clerk.~~

2.4D. Policy Format. Board policies shall be **generally** organized as follows:

- **Overview**
- Purpose
- **Scope**
- Statement of Policy
- Definitions
- **Policy Compliance**
- ~~Application~~
- **Responsibility**
- Administrative Procedure
- Legislative History

2.5E Approval Process. Drafts of proposed **and revised** policies shall~~ould~~ be submitted to the

Board of Commissioners: ***through the Administrator/Chief Financial Officer.*** The Chairperson **of the Board of Commissioners** shall ~~may~~ refer the policy to the appropriate Standing Committee of the Board of Commissioners which shall ~~research and~~ review the need for the proposed policy **and the revisions proposed for existing policies** and **provide a recommendation along with any supplemental revisions** ~~finalize the drafts for submission~~ to the Board of Commissioners. **The full Board of Commissioners shall then consider the policy for adoption or modification or elimination.**

2.6—F Interpretation of Policy. The County Administrator/Chief Financial Officer or his or her authorized designee shall be responsible for the interpretation of Board policy and shall issue such interpretive rulings or guidelines as may be

required in their implementation. **The Administrator/Chief Financial Officer may seek additional advice and guidance from general and/or labor counsel in the interpretation of policies.**

G2.7 Exceptions to Policy. Policies are intended to serve as guidelines for the administration of ~~Monroe County~~ **day to day operations within the County.** Exceptions to policy may be approved upon recommendation of the County Administrator/Chief Financial Officer and approval of the Board of Commissioners **as applicable.**

2.8H Revisions or Cancellation of Policies. All policies shall be subject to **review**, revision or cancellation by the Board of Commissioners at its discretion.

3. Definitions:

3.1 Policy. A statement that makes Board decisions available in a form that is convenient for the conduct and management of the County's administrative affairs.

3.2 Policy Manual. A loose-leaf binder **or series of electronic files/folders** containing policies of Monroe County.

3.3 County Departments. Departments responsible for the management of specific County operations.

3.4 Appointing Authority. An Appointing Authority is the head of a department, a person or group of persons with the power of law, ordinance, or lawfully delegated authority to make appointments to positions in the County.

4. ~~Application: This policy shall apply to all **offices**, departments and administrative units of Monroe County government.~~ **Moved to Scope.**

Policy Compliance:

5. **A.** Responsibility:

5.1 ~~The Monroe County Board of Commissioners:~~ **S** shall be responsible for the adoption of all policies.

5.2 ~~**B.**~~ **The Board of Commissioners Administrative Assistant/Deputy County Clerk:- S** shall be responsible for certifying policies approved by

the Board of Commissioners, and posting the same to the County's official web site and for maintaining a record of all policies approved by the Board of Commissioners as part of the Board's official business.

~~distributing certified **approved** copies to all County Departments and assigning the appropriate three-digit code to policies.~~

~~5.3~~ — ~~C .Department Heads~~ **The Administrator/Chief Financial Officer:** ~~S~~ shall be responsible for maintaining a complete and up-to-date Policy Manual,.

D. Department Heads/ Elected officials: *Shall be responsible for informing employees of the policies*~~distributing policies to employees~~, and ensuring compliance with all policies.

~~5.4 — The Administrative Assistant of the Board of Commissioners shall be responsible for maintaining a record of all policies approved by the Board of Commissioners as part of the Board's official business.~~

~~6.5.~~ Administrative Procedure: None

~~7.6.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated **February 16, 2021.**

Section Name: General Effective Date: March 23, 1999
Section Number: 100 Date of Revision: February 16, 2021
Policy Number: 101

Subject: Organization and Structure of County Policies

Overview

The County's policies are intended to provide written guidelines for administrative actions, achieve consistency and uniformity in the handling of administrative affairs, guide decision making and improve internal communications and understanding.

Purpose:

To establish a structure for the preparation and issuance of policies by the Monroe County Board of Commissioners.

Scope:

This policy shall apply to all offices, departments and administrative units of Monroe County government.

Statement of Policy:

- A. County policies are promulgated to promote quality and efficiency of public services to the citizens and users of county programs and services. All policies shall be accessible to employees and the public through posting of the County policy manual on the County's official website.

The County's policies shall not be construed as creating a contract between the Employer and any of its employees. The interpretation and application of all policies are within the sole discretion of the County with ultimate responsibility residing in the Board of Commissioners.

- B. Subject Categories. Board policies will be issued under one of the following nine (9) subject categories:

- 100 Organization and Structure of County Policies
- 200 Governance
- 300 Financial Management and Budgeting
- 400 Employment Compensation and Benefits
- 500 Post-Employment Benefits
- 600 Employee Relations

- 700 Safety
- 800 Information Technology
- 900 Property & Facilities

C. Numbering System. Board policies will be numbered serially according to a three-digit code assigned each subject category.

D. Policy Format. Board policies shall be generally organized as follows:

- Overview
- Purpose
- Scope
- Statement of Policy
- Definitions
- Policy Compliance
 - Responsibility
- Administrative Procedure
- Legislative History

E. Approval Process. Drafts of proposed and revised policies shall be submitted to the Board of Commissioners through the Administrator/Chief Financial Officer. The Chairperson of the Board of Commissioners *may* refer the policy to the appropriate Standing Committee of the Board of Commissioners which shall review the need for the proposed policy and the revisions proposed for existing policies and provide a recommendation along with any supplemental revisions to the Board of Commissioners. The full Board of Commissioners shall then consider the policy for adoption or modification or elimination.

F. Interpretation of Policy. The County Administrator/Chief Financial Officer or his or her authorized designee shall be responsible for the interpretation of Board policy and shall issue such interpretive rulings or guidelines as may be required in their implementation. The Administrator/Chief Financial Officer may seek additional advice and guidance from general and/or labor counsel in the interpretation of policies.

G. Exceptions to Policy. Policies are intended to serve as guidelines for the administration of day to day operations within the County. Exceptions to policy may be approved upon recommendation of the County Administrator/Chief Financial Officer and approval of the Board of Commissioners as applicable.

H. Revisions or Cancellation of Policies. All policies shall be subject to review, revision or cancellation by the Board of Commissioners at its discretion.

Definitions.

- A. Policy- A statement that makes Board decisions available in a form that is convenient for the conduct and management of the County's administrative affairs.
- B. Policy Manual- A loose-leaf binder or series of electronic files/folders containing policies of Monroe County.
- C. County Departments- Departments responsible for the management of specific County operations.
- D. Appointing Authority- An Appointing Authority is the head of a department, a person or group of persons with the power of law, ordinance, or lawfully delegated authority to make appointments to positions in the County.

Policy Compliance:

A. Responsibility

- 1. The Monroe County Board of Commissioners: Shall be responsible for the adoption of all policies.
- 2. The Board of Commissioners Administrative Assistant/Deputy Clerk: Shall be responsible for certifying policies approved by the Board of Commissioners, and posting the same to the County's official web site and for maintaining a record of all policies approved by the Board of Commissioners as part of the Board's official business.
- 3. The Administrator/Chief Financial Officer: Shall be responsible for maintaining a complete and up-to-date Policy Manual.
- 4. Department Head/ Elected officials: Shall be responsible for informing employees of the policies, and ensuring compliance with all policies.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: Administrative Organization Effective Date: March 23, 1999
Section Number: 200 Date of Revision: March 23, 1999
Policy Number: 201
Page: 1 of 2

Subject: Preparation of Regular Board Meeting Agendas

1. Purpose. The purpose of this policy is to provide for the preparation of regular board meeting agendas and committee meeting agendas.
2. Statement of Policy.
 - 2.1 All regular Board of Commissioners meeting agendas will be prepared no later than the Thursday preceding the regular Board Meeting. Any items being considered must be presented by noon of the day preceding the meeting to prepare the agenda. The Chairman of the Board of Commissioners shall determine the time meeting agendas will be prepared. Appropriate time shall be provided in order to permit the Board's Administrative Assistant to prepare and distribute the agendas no later than the Friday prior to the regular board meeting.
 - 2.2 All regular Board of Commissioners meeting agendas will be prepared by the Chairman of the Board of Commissioners, the Vice Chairman of the Board of Commissioners, and the County Administrator/Chief Financial Officer. The Legal Advisor and the Administrative Assistant of the Board of Commissioners, other members of the Board of Commissioners and Administrative Staff, including Elected Officials, may participate and provide input into the meeting agenda's.
 - 2.3 The Chairpersons of the various standing committees of the Board of Commissioners shall be responsible for scheduling the standing committee meetings and for advising the Administrative Assistant of the items to be placed on the standing committee agendas.
3. Definitions. None
4. Application. This policy applies to the member of the Monroe County Board of Commissioners.
5. Responsibility. The Chairman of the Board of Commissioners or, in his or her absence, the then presiding officer of the Board of Commissioners will have the responsibility for overseeing and implementing this policy.
6. Administrative Procedures: None
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

By-Laws Governance

Section Name: ~~Administrative Organization~~ Effective Date: March 23, 1999
 Section Number: 200 Date of Revision: ~~March 23, 1999~~
 Policy Number: 201 **February 16, 2021**
 Page: ~~1 of 2~~

Subject: Preparation of Regular Board Meeting Agendas

A. Purpose. The purpose of this policy is to provide for the preparation of regular board meeting agendas and committee meeting agendas.

A. Scope:

B. This policy applies to the members of the Monroe County Board of Commissioners.

C. Statement of Policy.

- A. ~~2.1~~ — All regular Board of Commissioners meeting agendas will be prepared no later **in accordance with Appendix C, of the Monroe County Board of Commissioners By-Laws and Rules of Procedure as Amended and Revised** than the Thursday preceding the regular Board Meeting. Any items being considered must be presented by **12:00** noon of the day **Thursday** preceding the meeting to prepare the agenda **scheduled regular meeting**. The Chairman of the Board of Commissioners shall determine the time meeting agendas will be prepared. Appropriate time shall be provided in order to permit the Board's Administrative Assistant to prepare and distribute the agendas no later than ~~the 5:00 p.m. on the~~ Friday prior to the regular board meeting. **All Department Heads and Elected Officials will be notified annually of the scheduled time for agenda meetings by the Administrative Assistant.**
- B. ~~2.2~~ — All regular Board of Commissioners meeting agendas will be **approved** ~~prepared~~ by the Chairman of the Board of Commissioners. **The Administrative Assistant under the direction of the County Administrator/Chief Financial Officer will prepare the draft agenda for consideration.** ~~The Vice Chairman of the Board of Commissioners, shall approve Finance Committee meeting Agendas, and the County Administrator/Chief Financial Officer. The~~ **County** Legal Advisor and the Administrative Assistant of the Board of Commissioners, other members of the Board of Commissioners and Administrative Staff, including Elected Officials, may participate and provide input into the **agenda.meeting** ~~agenda's agendas.~~
- C. ~~2.3~~ — The Chairpersons of the various standing committees of the Board of Commissioners shall be responsible for scheduling the standing committee meetings and for advising the Administrative Assistant of the items to be placed

on the standing committee agendas. **The Administrative Assistant shall coordinate with offices/departments and those responsible with items on the agenda for providing the supporting documents to be included on the agenda.**

~~D.~~ Definitions. None

~~E.~~ Application. ~~This policy applies to the members of the Monroe County Board of Commissioners.~~

D. Policy Compliance:

A. Responsibility.

1. The Chair**personman** of the Board of Commissioners or, in his or her absence, the then presiding officer of the Board of Commissioners will have the responsibility for overseeing and implementing this policy.

~~F.~~ Administrative Procedures: None

~~G.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999 **and February 16, 2021.**

Section Name: By-Laws Governance
Section Number: 200
Policy Number: 201

Effective Date: March 23, 1999
Date of Revision: February 16, 2021

Subject: Preparation of Regular Board Meeting Agendas

Purpose.

The purpose of this policy is to provide for the preparation of regular board meeting agendas and committee meeting agendas.

Scope:

This policy applies to ~~the~~ members of the Monroe County Board of Commissioners.

Statement of Policy.

- A. All regular Board of Commissioners meeting agendas will be prepared in accordance with Appendix C, of the Monroe County Board of Commissioners By-Laws and Rules of Procedure as Amended and Revised. Any items being considered must be presented by 12:00 noon of the Thursday preceding the scheduled regular meeting. The Board of Commissioners shall determine the time meeting agendas will be prepared. Appropriate time shall be provided in order to permit the Board's Administrative Assistant to prepare and distribute the agendas no later than ~~the~~ 5:00 p.m. on the Friday prior to the regular board meeting. All Department Heads and Elected Officials will be notified annually of the scheduled time for agenda meetings by the Administrative Assistant.
- B. All regular Board of Commissioners meeting agendas will be approved by the Chairman of the Board of Commissioners. The Administrative Assistant under the direction of the County Administrator/Chief Financial Officer will prepare the draft agenda for consideration. County Legal Advisor and the Administrative Assistant of the Board of Commissioners, other members of the Board of Commissioners and Administrative Staff, including Elected Officials, may participate and provide input into the agenda.
- C. The Chairpersons of the various standing committees of the Board of Commissioners shall be responsible for scheduling the standing committee meetings and for advising the Administrative Assistant of the items to be placed on the standing committee agendas. The Administrative Assistant shall coordinate with offices/departments and those responsible with items on the agenda for providing the supporting documents to be included on the agenda.

Definitions. None

Policy Compliance:

A. Responsibility.

1. The Chairperson of the Board of Commissioners or, in his or her absence, the then presiding officer of the Board of Commissioners will have the responsibility for overseeing and implementing this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: Governance

Effective Date: February 16, 2021

Section Number: 200

Policy Number: 202

Subject: Preparation and Distribution of Agendas for County Boards and Commissions

Purpose.

The purpose of this policy is to provide for the preparation of agendas for County of Monroe boards and commissions, and the timely distribution and posting of meeting agendas and supporting documents.

Scope.

This policy applies to all boards and commissions operating under the direction and oversight of the Monroe County Board of Commissioners and who are further insured or defended from actions arising out of claims of liability and errors and omissions.

Statement of Policy.

- A. All boards and commissions agendas of the County will be prepared on a schedule so as to provide a minimum of two (2) business days of time to allow members of the respective board or commission time to review and prepare for the meeting for which the agenda was prepared. Each respective board and commission chairperson shall formulate procedures and schedules by which items may be submitted and included on any meeting agenda, subject to the approval of the chairperson. The schedule shall allow appropriate time for staff to prepare, copy, scan, distribute to board and commission members and post the agenda with supporting documents.
- B. All County board and commission meeting agendas will be prepared by staff and follow the standard agenda outline for public meetings as published by the Board of Commissioners in the Board's By-Laws under Article III, subsection 3.5. A quorum shall be present for the conduct of business before any action may be taken.
- C. After the first meeting of each calendar year, each board or commission shall submit the regular meeting schedule to the Administrative Assistant to the Board of Commissioners listing the board or commission name, the month, day and date for each meeting scheduled for the current year, the meeting start time and the meeting location including identifying room within the building address. This information will be compiled and posted for public viewing and information.
- D. The Michigan Open Meetings Act shall govern the notice requirements for all meetings of County boards and commissions and the chairperson of each board or commission shall be responsible for ensuring the requirements are being met. If staff training and information is needed to ensure compliance with the Open Meetings Act, the Chairperson shall communicate this need to the Administrator/Chief Financial Officer to request appropriate training or guidance for compliance.

- E. The agenda and supporting documents including prior meeting minutes shall be posted to the County web site not less than 24 hours prior to the scheduled start time of the meeting. Staff to the respective board and commission shall be responsible for the timely posting of the meeting agenda and supporting documents under the oversight of the Chairperson.
- F. Postings for rescheduled meetings, special meetings or meetings recessed more than 36 hours must follow the current requirements for posting the meeting notice at a prominent and conspicuous place both at the board or commission's principle office and on the County website. The posting of notices on the County website is required through the County's maintenance of an official internet presence where monthly or more frequent updates of public meeting agendas and minutes are regularly posted.

Definitions. None

Policy Compliance:

A. Responsibility.

- 1. Chairperson- Chairperson of each board and commission of the County will have responsibility for complying with the provisions of this policy.
- 2. Administrator/Chief Financial Officer- The Administrator/CFO shall have responsibility for overseeing and implementing this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: Public Information Effective Date: September 1977
Section Number: 500 Date of Revision: March 23, 1999
Policy Number 501
Page: 1 of 2

Subject: County Resolutions, Special Tributes and Certificates

1. Purpose. The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.
2. Statement of Policy. It is the policy of the Board of Commissioners to promote individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates.
3. Definitions.
 - 3.1 Resolution: A County Resolution is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has some overall County-wide significance.
 - 3.2 Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has national, state, county, district, local community, family or individual significance.
 - 3.3 Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has national, state, county, district, local community, family or individual significance
4. Application. This policy applies to all County Commissioners.
5. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chairman of the Board of Commissioners shall be responsible for implementing and overseeing this policy.
6. Administrative Procedures:
 - 6.1 All requests for Resolutions, Special Tributes and Certificates must be made to the Administrative Assistant/Deputy County Clerk.
 - 6.2 Requests shall be honored from the first requesting Commissioner.
 - 6.3 The County Board Chairperson shall resolve any disputes between Commission members.
 - 6.4 Resolutions:

- (a) A Resolution may be offered by the presiding District Commissioner and supported by any other Commissioner, when a Commissioner is requested by a person or organization from outside his or her district to offer a resolution. In such circumstances, the Commissioner who has been requested to make the resolution shall notify the presiding Commissioner of said district of the request. The resolution shall be offered jointly by the presiding and requested Commissioner(s) and supported by any other Commissioner.
- (b) Resolutions may be offered by not more than three Commissioners and supported by one Commissioner.
- (c) Resolutions shall be read into the record at a Regular County Board meeting.
- (d) Resolutions shall be approved by a majority roll call vote.
- (e) Commissioners that have approved the resolution shall sign resolutions.
- (f) Resolutions shall be printed on legal size paper and framed.

65 Special Tributes:

- (a) Any one or more Commissioners may offer special Tributes
- (b) The offering Commissioners and the County Board Chairperson shall sign special Tributes.
- (c) Special Tributes shall be printed on legal or 8 x 10 paper and framed.

66 Certificates:

- (a) Any one Commissioner may offer certificates.
- (b) The offering Commissioner and the County Board Chairperson shall sign certificates.
- (c) Certificates shall be framed in a decorative frame.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September____,1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Section Name: ~~Public Information~~ **Governance** Effective Date: September 1977
 Section Number: **2500** Date of Revision: ~~March 23, 1999~~
 Policy Number: **203501** **February 16, 2021**
 Page: ~~1 of 3~~

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.

Scope:

This policy applies to all County Commissioners-who may request a resolution, special tribute or certificate. All requests shall be approved by the Chairperson of the Board of Commissioners prior to staff preparing a document of recognition.

~~B.~~ Statement of Policy: It is the policy of the Board of Commissioners to ~~recognize~~**promote** individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates **of acknowledgment**. *The recognition shall be for the highest and not ordinary achievements in, but not limited to, education, athletics, public service, art and humanities and other similar achievements benefiting the public.*

~~C.A.~~ Definitions:

- A. ~~3.1~~ Resolution: A County Resolution is a form of Recognition of individuals or organizations that have accomplished ~~some~~ a type of **high** achievement that has ~~some~~ overall County-wide significance. **Resolutions may also be used to promote a position or support for an issue of significant importance to the community and used to formally communicate the position of the governing board to state and federal officials. Individuals or groups receiving a Resolution may be invited to a Board of Commissioner's meeting to receive the Resolution.**
- B. ~~3.2~~ Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has **local or community significance. The Special Tribute may be presented by individual Commissioners at local events on behalf of the Board.** ~~national, state, county, district, local community, family or individual significance.~~
- C. ~~3.3~~ Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has **organization-wide or local community significance. The Certificate may be presented by individual Commissioners at local events on behalf of the Board or issued in another manner determined by the Chairman of the Board.** ~~national, state, county, district, local community, family or individual significance~~

~~D.~~ Application: **Moved to Scope**

B. Policy Compliance:

E.A. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chair~~personman~~ of the Board of Commissioners shall be responsible for implementing and overseeing this policy.

F. Administrative Procedures:

1. ~~6.1~~—All requests for Resolutions, Special Tributes and Certificates must be made to **the Chairperson through** the Administrative Assistant/Deputy County Clerk.
2. ~~6.2~~—Requests shall be honored from the first requesting Commissioner.
3. ~~6.3~~—The County Board Chairperson shall resolve any disputes between Commission members.
4. ~~6.4~~—*Commissioners requesting Resolutions, Special Tributes and Certificates shall assist staff in collecting and gathering factual and background information to be used in the drafting of Resolutions, Special Tributes and Certificates. Sources of information include but are not limited to media articles, statements from organizations and interviews.*
5. ~~6.4~~ ~~6.5~~ Resolutions:
 - (~~a~~)**a.** A Resolution may be offered by the presiding District Commissioner and supported by any other Commissioner, when a Commissioner is requested by a person or organization from outside his or her district to offer a resolution. In such circumstances, the Commissioner who has been requested to make the resolution shall notify the presiding Commissioner of said district of the request. The resolution shall be offered jointly by the presiding and requested Commissioner(s) and supported by any other Commissioner.
 - (~~b~~)**b.** Resolutions may be offered by not more than ~~three~~ **one (1)** Commissioners and supported by one Commissioner.
 - (~~c~~)**c.** Resolutions ~~may~~**shall** be read into the record at a Regular County Board meeting.
 - (~~d~~)**d.** Resolutions shall be approved by a majority roll call vote.
 - (~~e~~)**e.** Commissioners that have approved the resolution shall **have their signatures affixed on the** ~~sign~~-resolutions.
 - (~~f~~)**f.** Resolutions ~~may~~**shall** be printed on ~~legal~~ **letter** size paper and framed.

6. ~~6.5~~ Special Tributes:

~~(a)~~ Any one or more Commissioners may **request to** offer special Tributes.

~~(b)~~ The offering Commissioners and the County Board Chairperson shall sign special Tributes.

Special Tributes shall be printed on legal or 8 x 10 **letter size** paper and **may be** framed **as requested by the offering Commissioners**.

~~1. 7.6.6~~ Certificates:

~~(a)~~

~~(b)~~ Any one **or more** Commissioners may **request to** offer certificates.

~~(c)~~ The offering Commissioner(s) and the County Board Chairperson shall sign certificates.

~~(d)~~ Certificates shall be framed in a decorative frame.

~~G.~~ ***Presentation of Resolutions, Special Tributes and Certificates.***

- 1. The requesting Commissioner shall coordinate with the Administrative Assistant/ Deputy Clerk for the recipient(s) to be notified in advance of the meeting and confirm attendance at the meeting to receive a Resolution of recognition. Special Tributes and Certificates for presentation shall be coordinated with the Administrative Assistant/Deputy Clerk for presentation at a scheduled event or as prescribed by the requesting Commissioner.***

7 Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September __, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999 **and February 16, 2021.**

Section Name: Governance
Section Number: 200
Policy Number: 203

Effective Date: September 1977
Date of Revision: February 16, 2021

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.

Scope:

This policy applies to all County Commissioners who may request a resolution, special tribute or certificate. All requests shall be approved by the Chairperson of the Board of Commissioners prior to staff preparing a document of recognition.

Statement of Policy:

It is the policy of the Board of Commissioners to recognize individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates of acknowledgment. The recognition shall be for the highest and not ordinary achievements in, but not limited to, education, athletics, public service, art and humanities and other similar achievements benefiting the public.

A. Definitions:

1. Resolution: A County Resolution is a form of Recognition of individuals or organizations that have accomplished a type of high achievement that has overall County-wide significance. Resolutions may also be used to promote a position or support for an issue of significant importance to the community and used to formally communicate the position of the governing board to state and federal officials. Individuals or groups receiving a Resolution may be invited to a Board of Commissioner's meeting to receive the Resolution.
2. Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has local or community significance. The Special Tribute may be presented by individual Commissioners at local events on behalf of the Board.
3. Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has organization-wide or local community significance. The Certificate may be presented by individual Commissioners at local events on behalf of the Board or issued in another manner determined by the Chairman of the Board.

Policy Compliance:

- A. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chairperson of the Board of Commissioners shall be responsible for implementing and overseeing this policy.

Administrative Procedures:

- A. All requests for Resolutions, Special Tributes and Certificates must be made to the Chairperson through the Administrative Assistant/Deputy County Clerk.
- B. Requests shall be honored from the first requesting Commissioner. The County Board Chairperson shall resolve any disputes between Commission members.
- C. Commissioners requesting Resolutions, Special Tributes and Certificates shall assist staff in collecting and gathering factual and background information to be used in the drafting of Resolutions, Special Tributes and Certificates. Sources of information include but are not limited to media articles, statements from organizations and interviews.

1. Resolutions:

- a. A Resolution may be offered by the presiding District Commissioner and supported by any other Commissioner, when a Commissioner is requested by a person or organization from outside his or her district to offer a resolution. In such circumstances, the Commissioner who has been requested to make the resolution shall notify the presiding Commissioner of said district of the request. The resolution shall be offered jointly by the presiding and requested Commissioner(s) and supported by any other Commissioner.
- b. Resolutions may be offered by not more than one (1) Commissioners and supported by one Commissioner.
- c. Resolutions may be read into the record at a Regular County Board meeting.
- d. Resolutions shall be approved by a majority roll call vote.
- e. Commissioners that have approved the resolution shall have their signatures affixed on the resolution.
- f. Resolutions may be printed on letter size paper and framed.

2. Special Tributes:

- a. Any one or more Commissioners may request to offer special Tributes.
- b. The offering Commissioners and the County Board Chairperson shall sign special Tributes.

- c. Special Tributes shall be printed on letter size paper and may be framed as requested by the offering Commissioners.

3. Certificates:

- a. Any one or more Commissioners may request to offer certificates.
- b. The offering Commissioner(s) and the County Board Chairperson shall sign certificates.
- c. Certificates shall be framed in a decorative frame.

D. Presentation of Resolutions, Special Tributes and Certificates

- 1. The requesting Commissioner shall coordinate with the Administrative Assistant/ Deputy Clerk for the recipient(s) to be notified in advance of the meeting and confirm attendance at the meeting to receive a Resolution of recognition. Special Tributes and Certificates for presentation shall be coordinated with the Administrative Assistant/Deputy Clerk for presentation at a scheduled event or as prescribed by the requesting Commissioner.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999 and February 16, 2021.

Section Name: Employee Relations

Effective Date: March 23, 1999

Section Number: 400

Date of Revision:

Policy Number: 403

Page: 1 of 2

Subject: Conflicts of Interest

Purpose: The purpose of this policy is to prohibit employees from engaging in any activity or practice, which conflicts with, or appears to conflict with, the interests of the County of Monroe. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear-cut examples.

Statement of Policy:

- 2.1 Employees are expected to represent the County in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Employees who have contact with customers and suppliers may be required to sign a special statement acknowledging their understanding of and adherence to this policy.
- 2.2 Employees may not engage in, directly or indirectly either on or off the job, any conduct, which is disloyal, disruptive, competitive, or damaging to the County.
- 2.3 Employees may not accept any employment relationship with any organization that does business with, or competes with, the County. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of the County.
- 2.4 Employees must disclose any financial interest they or their immediate family have in any firm that does business with the County or that competes with the County. The County may require divestiture of the interest it considers the financial interest to be in conflict with its best interests.
- 2.5 Employees and their immediate family may not accept gifts, except those of nominal value (\$15.00 or less), or any special discounts or loans from any person or firm doing, or seeking to do, business with the County. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging.
- 2.6 Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the County may have with that customer, potential customer, or financial institution.

2.7 Employees may learn information about the County, which if known to the public, might affect the decision of an investor to buy, or sell, to the County. Employees are prohibited from misusing inside information, prior to public disclosure, for their own benefit or for the benefit of members of their immediate family. In addition, employees may not disclose inside information to anyone, either inside or outside the County, who does not have a legitimate business need to know it.

2.8 Any conflict or potential conflict of interest must be disclosed to the County. Failure to do so will result in discipline, up to and including termination.

3. Definitions: None

4. Application: This policy shall apply to all departments and administrative units of Monroe County Government.

5. Responsibility: The County Administrator/Chief Financial Officer will be responsible for implementing and overseeing this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated _____, _____.

Section Name: ~~Employee Relations~~ Governance

Effective Date: March 23, 1999

Section Number: ~~400~~ 200Date of Revision ~~February~~ 16, 2021Policy Number: ~~403~~ 204Page: ~~1 of 2~~ 3

Subject: Conflicts of Interest

~~1.~~ **Purpose:** The purpose of this policy is to **provide guidance to** prohibit employees from engaging in any activity or practice, which conflicts with, or appears to conflict with, the interests of the County of Monroe. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear-cut examples **to act as a guide in establishing standards of conduct and behavior.**

2. Statement of Policy:

- A. ~~2.1~~ — It is the policy of the County of Monroe to establish and maintain high standards of honesty, integrity, and quality of performance for its governing bodies, employees and volunteers. These individuals hold positions of significant trust and responsibility that require them to adhere to high ethical standards.**
- B. ~~2.1~~ ~~2.2~~ Employees are expected to represent the County in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Employees who have contact with customers and suppliers or who serve in fiduciary roles may be required to sign a special statements acknowledging their understanding of and adherence to this policy or other prohibited activity.**
- C. ~~2.2~~ ~~2.3~~ Employees may not engage in, directly or indirectly either on or off the job, any conduct, which is disloyal, disruptive, competitive, or damaging to the County.**
- D. ~~2.3~~ ~~2.4~~ Employees may not accept any employment relationship with any organization that does business with, or competes with, the County. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of the County.**
- E. ~~2.4~~ ~~2.5~~ Employees must disclose any financial interest they or their immediate family have in any firm that does business with the County or that competes with the County. The County may require divestiture of the interest if it considers the financial interest to be in conflict with its best interests.**
- F. ~~2.5~~ ~~2.6~~ Employees and their immediate family may not accept gifts, except those of nominal value (\$15.00 or less), or any special discounts or loans from any person or firm doing, or seeking to do, business with the County. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging.**
- G. ~~2.6~~ ~~2.7~~ Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the County may have with that customer, potential customer, or financial institution.**

H. 2.8 *Employees and officials shall avoid attempts to influence the employment of individuals. Employment decisions shall be based on principles of the best qualified candidate being employed. Additionally, employees and officials shall avoid attempts to influence the contractual relationship of service providers or vendors with the county.*

I. 2.7 2.9 Employees may learn information about the County, which if known to the public, might affect the decision of an investor to buy, or sell, to the County. Employees are prohibited from misusing inside information, prior to public disclosure, for their own benefit or for the benefit of members of their immediate family. In addition, employees may not disclose inside information to anyone, either inside or outside the County, who does not have a legitimate business need to know it. **Information described above is not limited to financial or monetary interest. Any information that would disrupt the operation of the County in the best interests of the public is prohibited from improper disclosure.**

J. 2.8 2.10 Any conflict or potential conflict of interest must be disclosed to the County. Failure to do so will result in discipline, up to and including termination.

3. Outcomes:

A. 3.1 The purpose of this policy is to provide guidance concerning the County of Monroe's standards of conduct expected in areas where improper activities could damage the County's reputation, public trust, and otherwise result in adverse consequences to the organization. Adherence to the policy will assure a high level of integrity and ethics.

4. Code of Conduct:

A. 4.1 The County of Monroe's Code of Conduct embodies the following basic principles:

- 1. (a)**—Dedication to the highest ideals of honor, integrity, and due diligence so that the County, its officers and employees may merit respect and public confidence in all its dealings.
- 2. (b)**—Dedication to the concepts of democratic, effective, and efficient governance by responsible, knowledgeable elected and appointed officials and employees with an understanding that official decisions made and actions taken by the County of Monroe are always made in the best interest of the County and its mission as opposed to the interests of management, individuals, service providers, or other outside interests.
- 3. (c)** Dedication to the continual improvement of the professional abilities and expertise of all employees in matters relating to providing exceptional public services in the community.
- 4. (d)** Dedication to the principle that all matters of procurement, personnel administration, financial transactions, public service transactions and outside contracting are

administered on the basis of merit so that fairness and impartiality govern all actions and decisions.

5. (e) Dedication to the principle that matters of the County's governance, management or administration cannot be bought or sold. No member of the Board, elected official or employee should ever solicit a personal gift of any value from any third-party performing work on behalf of or in any way associated, or potentially associated with the County.

~~5.~~ Definitions: None

~~6.~~ Application: This policy shall apply to all departments and administrative units of Monroe County Government.

~~7.~~ Policy Compliance:

A. Responsibility

1. *Chairman of the Board of Commissions- The BOC Chairman* will be responsible for implementing and overseeing the policy as it applies to Commissioners and elected officials.
2. ~~The~~ County Administrator/Chief Financial Officer- The Administrator/CFO will be responsible for implementing and overseeing this policy *as it applies to employees.*

Administrative Procedure: None

~~9.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated **February 16, 2021.**

Section Name: Governance
Section Number: 200
Policy Number: 204

Effective Date: March 23, 1999
Date of Revision: February 16, 2021

Subject: Conflicts of Interest

Purpose:

The purpose of this policy is to provide guidance to prohibit employees from engaging in any activity or practice, which conflicts with, or appears to conflict with, the interests of the County of Monroe. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear-cut examples to act as a guide in establishing standards of conduct and behavior.

Scope:

This policy shall apply to all departments and administrative units of Monroe County Government.

Statement of Policy:

- A. It is the policy of the County of Monroe to establish and maintain high standards of honesty, integrity, and quality of performance for its governing bodies, employees and volunteers. These individuals hold positions of significant trust and responsibility that require them to adhere to high ethical standards.
- B. Employees are expected to represent the County in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Employees who have contact with customers and suppliers or who serve in fiduciary roles may be required to sign statements acknowledging their understanding of and adherence to this policy or other prohibited activity.
- C. Employees may not engage in, directly or indirectly either on or off the job, any conduct, which is disloyal, disruptive, competitive, or damaging to the County.
- D. Employees may not accept any employment relationship with any organization that does business with, or competes with, the County. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of the County.
- E. Employees must disclose any financial interest they or their immediate family have in any firm that does business with the County or that competes with the County. The County may require divestiture of the interest if it considers the financial interest to be in conflict with its best interests.

- F. Employees and their immediate family may not accept gifts, except those of nominal value (\$15.00 or less), or any special discounts or loans from any person or firm doing, or seeking to do, business with the County. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free travel and lodging.
- G. Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the County may have with that customer, potential customer, or financial institution.
- H. Employees and officials shall avoid attempts to influence the employment of individuals. Employment decisions shall be based on principles of the best qualified candidate being employed. Additionally, employees and officials shall avoid attempts to influence the contractual relationship of service providers or vendors with the county.
- I. Employees may learn information about the County, which if known to the public, might affect the decision of an investor to buy, or sell, to the County. Employees are prohibited from misusing inside information, prior to public disclosure, for their own benefit or for the benefit of members of their immediate family. In addition, employees may not disclose inside information to anyone, either inside or outside the County, who does not have a legitimate business need to know it. Information described above is not limited to financial or monetary interest. Any information that would disrupt the operation of the County in the best interests of the public is prohibited from improper disclosure.
- J. Any conflict or potential conflict of interest must be disclosed to the County. Failure to do so will result in discipline, up to and including termination.

Outcomes:

- A. The purpose of this policy is to provide guidance concerning the County of Monroe's standards of conduct expected in areas where improper activities could damage the County's reputation, public trust, and otherwise result in adverse consequences to the organization. Adherence to the policy will assure a high level of integrity and ethics.

Code of Conduct:

- A. The County of Monroe's Code of Conduct embodies the following basic principles:
 - 1. Dedication to the highest ideals of honor, integrity, and due diligence so that the County, its officers and employees may merit respect and public confidence in all its dealings.
 - 2. Dedication to the concepts of democratic, effective, and efficient governance by responsible, knowledgeable elected and appointed officials and employees with an understanding that official decisions made and actions taken by the County of Monroe are always made in the best interest of the County and its mission as

opposed to the interests of management, individuals, service providers, or other outside interests.

3. Dedication to the continual improvement of the professional abilities and expertise of all employees in matters relating to providing exceptional public services in the community.
4. Dedication to the principle that all matters of procurement, personnel administration, financial transactions, public service transactions and outside contracting are administered on the basis of merit so that fairness and impartiality govern all actions and decisions.
5. Dedication to the principle that matters of the County's governance, management or administration cannot be bought or sold. No member of the Board, elected official or employee should ever solicit a personal gift of any value from any third-party performing work on behalf of or in any way associated, or potentially associated with the County.

Definitions: None

Policy Compliance:

A. Responsibility

1. Chairman of the Board of Commissions- The BOC Chairman will be responsible for implementing and overseeing the policy as it applies to Commissioners and elected officials.
2. County Administrator/Chief Financial Officer- The Administrator /CFO will be responsible for implementing and overseeing this policy as it applies to employees.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.

Section Name: Financial Management Effective Date: March 25, 1997
 Section Number: 300 Revision Date: April 13, 1999
 Policy Number: 302
 Page: 1 of 2

Subject: Approval of Claims Against the County of Monroe

1. Purpose. The purpose of this policy is to establish guidelines and procedures for the preparation and submission of all claims against the County to the Monroe County Board of Commissioners Finance Committee and the Monroe County Board of Commissioners.
2. Policy.
 - 21 On the second and fourth Tuesday of each month prior to the meeting of the Board of Commissioners, the Finance Committee will meet to approve a list of claims against the County. The list will consist of the vendor and the amount to be paid.
 - 22 Upon approval of the claims listing by the Finance Committee a recommendation will be submitted to the Board of Commissioners to approve the listing. If the Board of Commissioners do not meet due to a lack of agenda items, the Chairman of the Finance Committee or the Chairman of the Human Resources Committee and the County Administrator/Chief Financial Officer shall be empowered to authorize payment of the claims. The listing of claims shall be approved by the Board of Commissioners at the next Regular Meeting under Consent Agenda.
 - 23 Upon approval of the claims listing, per Section 2.2, the Finance Department shall issue checks for the payment of the approved listing of claims.
 - 24 **Exceptions to this policy.** The Finance Department shall be allowed to authorize payments prior to the Board of Commissioners approval for exceptions contained in this policy. All payments made for the following exceptions will be paid on a weekly basis. Invoices paid on a weekly basis are not required to be submitted to the Finance Committee for approval and submitted to the Board of Commissioners for their approval as required in section 2.1 and 2.2 :
 - (a) Bi-weekly payroll and all related tax withholding and payroll related withholding deposits.
 - (b) All invoices which will incur a penalty if not paid on a timely basis, or invoices requiring a deadline that occurs prior to the finance committee approval, or invoices that will generate a discount if paid prior to a deadline.

- (c) Invoices determined by the Administrator/Chief Financial Officer to require immediate payment.
- (d) All payments held in Trust by the County for a third party.
- (e) All payments ordered by the Court.
- (f) Investments and cash transfers approved by the County Treasurer.
- (g) Appropriations from and to operating funds of the County.

3. Definitions. None

4. Application. This policy applies to the Board of Commissioners when auditing and adjusting for claims against the County.

5. Responsibility. The County Administrator/Chief Financial Officer of Monroe County will be responsible for overseeing and administering this policy.

6. Administrative Procedures: Department Heads shall approve all invoices for payment, on forms approved by the Finance Director and submit them to the Finance Department no later than 5:00 p.m. on each Tuesday prior to the scheduled Finance Committee meeting in order to be included on the claims listing for the Finance Committee review. Invoices received after the time period contained above shall be included on the subsequent cycle.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated March 25, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners,
dated April 13, 1999.

Section Name: Financial Management
 Section Number: 300

Effective Date: March 25, 1997
 Revision Date: ~~April 13, 1999~~
February 16, 2021

Policy Number: 302
~~Page: 1 of 2~~

Subject: Approval of Claims against the County of Monroe

Overview:

The County of Monroe strives to provide timely payments to vendors, contractors and service providers to promote and foster good business working relationships with businesses providing goods and services to the county.

Purpose.

The purpose of this policy is to establish guidelines and procedures for the preparation and submission of all claims against the County to the Monroe County Board of Commissioners. Finance Committee and the Monroe County Board of Commissioners.

Scope

This policy applies to the Board of Commissioners when auditing and adjusting for claims against the County.

~~1.~~ Statement of Policy.

~~A. 2.1~~ **2.1** On the ~~second~~ **first** and ~~fourth~~ **third** Tuesday of each month prior to the meeting of the Board of Commissioners, the Finance Committee will meet to approve a list of claims against the County. The list will consist of the vendor **number, vendor name** and the amount to be paid.

~~2.2~~ Upon approval of the claims listing by the Finance Committee a recommendation will be submitted to the Board of Commissioners to approve the listing. If the Board of Commissioners ~~do~~ **does** not meet due to a lack of agenda items, the Chairman of the Finance Committee or the Chairman of the Human Resources Committee and the County Administrator/Chief Financial Officer shall be empowered to authorize payment of the claims. The listing of claims shall be approved by the Board of Commissioners at the next Regular Meeting under Consent Agenda.

~~B. 2.3~~ **2.3** Upon approval of the claims listing, ~~per Section 2.2,~~ the Finance Department shall issue checks for the payment of the approved listing of claims.

~~2.4~~ **Exceptions to this policy.** The Finance Department shall be allowed to authorize **C.** payments prior to the Board of Commissioners approval for exceptions contained in this policy. All payments made for the following exceptions, **as noted in a-g**, will be paid on a weekly basis. Invoices paid on a weekly basis are not required to be submitted

to ~~the Finance Committee for approval and submitted to~~ the Board of Commissioners for their approval as required in section 2.1 ~~and 2.2~~:

1. Bi-weekly payroll and all related tax withholding and payroll related withholding deposits.
2. All invoices which will incur a penalty if not paid on a timely basis or invoices requiring a deadline that occurs prior to the finance committee approval, or invoices that will generate a discount if paid prior to a deadline.
3. Invoices determined by the Administrator/Chief Financial Officer to require immediate payment.
4. All payments held in Trusts by the County for a third party.
5. All payments ordered by the Court *including jury fees paid to jurists*.
6. Investments and cash transfers approved by the County Treasurer.
7. Appropriations from and to operating funds of the County.

~~3.~~ Definitions. None

~~4.3.~~ Application. ~~Moved to scope~~

4. Policy Compliance:

A. Responsibility.

1. Elected Officials/Department Heads: *All departments have the responsibility and obligation to promptly review claims, verify each claims accuracy and legitimacy and approve the same for payment, in accordance with this policy*

~~5.2.~~ The County Administrator/Chief Financial Officer: ~~of Monroe County~~ The County Administrator/CFO will be responsible for overseeing and administering this policy.

Administrative Procedures.

- ~~6.A.~~ Department Heads or their authorized designee shall approve all invoices for payment, on forms approved by the Finance ~~Director~~ **Department** and submit them to the Finance Department no later than 5:00 p.m. on each Tuesday prior to the scheduled **Board of Commissioners** ~~Finance Committee~~ meeting in order to be included on the claims listing for the **Board of Commissioners** ~~Finance Committee~~ review. Invoices received after the time period contained above shall be included on the subsequent cycle.

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~~7.~~ *Legislative History of Authority for Creation or Revision.*

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 25, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999 **and February 16, 2021.**

Section Name: Financial Management
Section Number: 300
Policy Number: 302

Effective Date: March 25, 1997
Revision Date: February 16, 2021

Subject: Approval of Claims against the County of Monroe

Overview:

The County of Monroe strives to provide timely payments to vendors, contractors and service providers to promote and foster good business working relationships with businesses providing goods and services to the county.

Purpose:

The purpose of this policy is to establish guidelines and procedures for the preparation and submission of all claims against the County to the Monroe County Board of Commissioners.

Scope:

This policy applies to the Board of Commissioners when auditing and adjusting for claims against the County.

Statement of Policy:

- A. Approval of Claims. On the first and third Tuesday of each month prior to the meeting of the Board of Commissioners, the Board will meet to approve a list of claims against the County. The list will consist of the vendor number, vendor name and the amount to be paid.
- B. Issuing of Checks. Upon approval of the claims listing, the Finance Department shall issue checks for the payment of the approved listing of claims.
- C. Exceptions to this policy. The Finance Department shall be allowed to authorize payments prior to the Board of Commissioners approval for exceptions contained in this policy. All payments made for the following exceptions, as noted in 1-7, will be paid on a weekly basis. Invoices paid on a weekly basis are not required to be submitted to the Board of Commissioners for their approval as required above:
 - 1. Bi-weekly payroll and all related tax withholding and payroll related withholding deposits.
 - 2. All invoices which will incur a penalty if not paid on a timely basis or invoices requiring a deadline that occurs prior to the finance committee approval, or invoices that will generate a discount if paid prior to a deadline.
 - 3. Invoices determined by the Administrator/Chief Financial Officer to require immediate payment.
 - 4. All payments held in Trusts by the County for a third party.

5. All payments ordered by the Court including jury fees paid to jurists.
6. Investments and cash transfers approved by the County Treasurer.
7. Appropriations from and to operating funds of the County.

Definitions: None

Policy Compliance:

A. Responsibility

1. Elected Officials/Department Heads: All Elected Officials/ Department Heads have the responsibility and obligation to promptly review claims, verify each claims accuracy and legitimacy and approve the same for payment, in accordance with this policy.
2. County Administrator/Chief Financial Officer: The County Administrator/CFO will be responsible for overseeing and administering this policy.

Administrative Procedures.

- A. Department Heads or their authorized designee shall approve all invoices for payment, on forms approved by the Finance Department and submit them to the Finance Department no later than 5:00 p.m. on each Tuesday prior to the scheduled Board of Commissioners meeting in order to be included on the claims listing for the Board of Commissioners review. Invoices received after the time period contained above shall be included on the subsequent cycle.

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Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 25, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999 and February 16, 2020.

Section Name: Employee Relations Effective Date: May 10, 1994
 Section Number: 300 Date of Revision: March 24, 1999
 Policy Number: 307 Date of Revision: February 27, 2001
 Page: 1 of 4

Subject: Travel Expense Reimbursement

1. Purpose: The purpose of this policy is to establish guidelines and procedures for reimbursement of authorized expenses while on official business of the County.

2. Statement of Policy:

2.1 Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to submitting requests for reimbursement.

2.2 General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:

Mileage: The rate of mileage reimbursement is set from time to time in accordance with the IRS guidelines.

Meals:

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	<u>\$20.00</u>
Total including gratuity	\$40.00

Meal receipts are required. Breakfast will only be paid when travel starts prior to 6:00 a.m. Dinner will only be paid when travel extends beyond 7:00 p.m.

Overnight Lodging:

Single, per day, maximum	\$130.00
Double, per day, per person, maximum	\$ 75.00

* Tax included

2.3 Overnight lodging must be documented with a receipt.

2.4 Special Cases: When conferences are held at a conference center and if meals, registration and lodging at the center exceed the above schedule, authorization is

required from the County Administrator/Chief Financial Officer prior to reimbursement of the excess amount of the allowable rates.

- 2.5 Emergency Lodging: In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer prior to reimbursement of the excess amount of the allowable rates.
- 2.6 Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, or group function and costs associated with this convention, conference, or group function have been approved in the County's annual budget, the following provisions apply:
- (a) Reimbursement for expenses to and from the conference site will be at the normal rates included in Section 2.2. A full explanation must be given on the voucher, including the name of the convention. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be provided.
 - (b) Employees will be reimbursed actual expenses for lodging, group luncheons, and banquet, whenever such lodging and meals are in conjunction with an approved convention, conference, or group function. Reimbursement to employees, or advance payments, will be allowed upon submission of invoices or proper receipts for such lodging and meals.
- 2.7 Guest Meals. The cost of guest meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section 2.2. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.
- 2.8 Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved conventions, conferences, training, or group functions for estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing to the County Administrator/Chief Financial Officer at least one week in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and anticipated cash expenditures. Advances for meals shall be allowed at the approved rates.

Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above.

The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

- 2.9 NO ALCOHOLIC BEVERAGES will be paid for by the County.
- 2.10 MAP MILEAGE, COACH, OR SPECIAL FARES, whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.
- 3. Definitions: None.
- 4. Application: This policy shall apply to all departments and administrative units of Monroe County government.
- 5. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for administering this policy.
- 6. Administrative Procedure: All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:
 - 6.1 All travel expense claims shall be prepared and submitted on the standard Travel Expense Voucher, and must be itemized. All travel related expenses shall be reported on the standard Travel Expense voucher form. Forms are available at the Finance Department.
 - 6.2 The expense of only one (1) employee shall be included on a single expense voucher.
 - 6.3 Expense vouchers shall not cover a period of more than one (1) calendar month.
 - 6.4 Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy.

- 6.5 Employees will not be reimbursed for expenses other than mileage, while on official business within Monroe County.
- 6.6 All expense items contained on the travel voucher must appear in chronological order and all expenses for the period must be included.
- 6.7 Dates of travel must be shown on the travel voucher must include the places between which travel was incurred.
- 6.8 The description column of the travel voucher must include the places between which travel was incurred.
- 6.9 For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.
- 6.10 Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached.
- 6.11 The certification on each voucher shall be attested to by the signature of both the employee and the department head, or his authorized representative shall be authorized to sign said certification.
- 6.12 The nature of the official business must also be shown in the space provided. Blanket statements such as "**on official business**" or "**as directed**", are not acceptable.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 10, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 27, 2001.

Section Name: Employee Relations

Effective Date: May 10, 1994

Section Number: 300

Date of Revision: ~~March 24, 1999~~

Policy Number: 307

~~Date of Revision: February 27, 2001~~

Page: ~~1 of 4~~

February 16, 2021

Subject: ~~Employee~~Travel Expense Reimbursement

~~1.~~ Purpose:

The purpose of this policy is to establish guidelines, ~~and~~ procedures **and allowed amounts** for reimbursement of authorized expenses while **conducting an** official business of the County.

Scope:

This policy shall apply to all departments and administrative units of Monroe County government.

~~2.~~ Statement of Policy:

- A. ~~2.1~~ Expenses incurred by employees for out of pocket costs or ~~t~~Travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel. ~~(where can we address that webinar/teleconference option vs in person should be chosen unless there's a compelling reason to attend in person?)~~
- B. ~~2.2.1~~ Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to **incurring additional expenses or expenses beyond the amount budgeted.** ~~submitting requests for reimbursement.~~
- C. ~~2.3~~ ~~2.2~~ General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:

Mileage: The rate of **vehicle** mileage reimbursement **shall be as established and adjusted is set from time to time** in accordance with the **Internal Revenue Service (IRS) published rates and** guidelines.

The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

Meals:

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	<u>\$229.00</u>
Total including gratuity	<u>\$400.00</u>

Gratuity shall not exceed 20%

Itemized meal receipts are required and must show date, time, and location and items purchased. Breakfast will only be paid when travel starts prior to 6:00 a.m. ~~and the meeting, conference, seminar or event begins at 8:00 a.m. or earlier.~~ Lunch is reimbursable only when travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m. Dinner will only be paid when travel extends beyond 7:00 p.m. ~~following the conclusion of the day's meeting, conference, seminar or event that ends at 5:00 p.m. or later.~~ Meals allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a ~~are~~ separate occurrence.

If meals are included with registration, corresponding meals are not reimbursable. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:

- Was not sufficient as a meal
- Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
- Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
- Other relevant factors the employee may present.

D. 2.4 Overnight Lodging:

1. **Generally, reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:**

Single, per day, maximum	\$130.00
Double, per day, per person,	\$ 75.00 maximum

* Tax included

2. **If the destination is more than 120 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.**
3. **If official business terminates after 6:00 p.m. and the location is more than 120 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.**

4. If the temporary work location is more than 120 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

These are *general rules*; -there may be traffic, construction, inclement weather or other relevant factors which the employee may present if an employee's circumstance does not meet the general rules. The employee must request approval prior to booking the hotel room.

Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement ~~for breakfast that takes place prior to the business of the day commencing~~. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.

- 2.3 Overnight lodging must be documented with a **detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.**
- 2.4 Special Cases: When conferences are held at a conference center, **hotel or lodging facility** and if meals, registration and lodging at the **facility** exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to **incurring costs in** excess amount of the allowable rates.
- 2.5 Emergency Lodging: In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer **based on supporting documentation and justification from the department head** prior to **incurring costs in reimbursement of the** excess amount of the allowable rates.
- 2.6 Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, **seminar, educational or training session** or group function (**event**) and costs associated

with this ~~event~~convention, conference, or group function have been approved in the County's annual budget, the following provisions apply:

- (a) Reimbursement for expenses to and from the ~~event~~conference site will be at the normal rates included in Section 2.2. A full explanation must be given on the **County published travel expense reimbursement form**~~voucher~~, including the name of the ~~event~~convention. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be **attached as supporting documents for the amount of the reimbursement**~~provided~~.
- (b) Employees will be reimbursed actual expenses for lodging, group luncheons, ~~and~~ banquet, **and educational/program materials** whenever such lodging and meals are in conjunction with an approved ~~event~~convention, conference, or group function. **The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses** ~~Reimbursement to employees, or advance payments,~~ will be allowed upon submission of **supporting documents for the event and consistent with the County Credit Card policy and procedures for use.** ~~invoices or proper receipts for such lodging and meals.~~

2.7 Guest Meals. The cost of guest **(non-family member)** meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section 2.2. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.

2.8 Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved ~~event~~conventions, conferences, training, or group functions **for covering the** estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing **on the County credit card authorization form** to the County Administrator/Chief Financial Officer ~~at least one week~~ in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation **and those costs that must be paid in advance.** ~~and anticipated cash expenditures. Advances for meals shall be allowed at the approved rates.~~ Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately

upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

2.9 Group Discount Rate Registration and Fees. If a group discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so, will limit the allowable reimbursement amounts to the discounted group rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.

2.9 NO ALCOHOLIC BEVERAGES will be paid for by the County.

2.10 MAP MILEAGE, COACH, OR SPECIAL FARES, whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.

All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.

Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation,

~~3.~~ Definitions: ~~None.~~

The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

~~4.~~ Application: ~~This policy shall apply to all departments and administrative units of Monroe County government.~~ Moved to scope

~~5.~~ Policy Compliance:

A. Responsibility:

1. **Employee-Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.**
2. **Elected Official/Judges/Department Heads-shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.**
3. **The County Administrator/Chief Financial Officer- The County Administrator/CFO shall be responsible for administering this policy.**

~~6.~~ Administrative Procedure: All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

- A. 6.1 All travel expense claims shall be prepared and submitted on the standard EmployeeTravel Expense Reimbursement FormVoucher, and must be itemized. All travel related expenses shall be reported on the standard EmployeeTravel Expense Reimbursement Fvoucher form. Forms ~~are~~ **are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms. available at the Finance Department.****
- B. ~~6.2~~ The expense of only one (1) employee shall be included on a single expense reimbursement formvoucher. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.**
- C. ~~6.3~~ Expense reimbursement formsvouchers shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.**
- ~~D. 6.4~~ Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy. Meal costs shall not include gum, candy, or breath mints, or other beverage purchased separately from a meal receipt.**
- E. ~~6.5~~ Employees will not be reimbursed for meal expenses other than mileage, while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the policy administrator.**
- F. ~~6.6~~ Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s)**

for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.

- G. ~~6-76~~ All expense items contained on the ~~Employee travel Expense Reimbursement form~~~~voucher~~ must appear in chronological order and all expenses for the period must be included.
- H. ~~6-87~~ Dates of travel must be shown on the ~~Employee travel Expense Reimbursement form~~~~voucher~~ must include the places between which travel was incurred.
- I. ~~6-98~~ The description column of the travel voucher must include the places between which travel was incurred.
- J. ~~6-109~~ For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.
- K. ~~6-110~~ Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. **Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.**
- L. ~~6-121~~ The certification on each ~~Employee Expense Reimbursement form~~~~voucher~~ shall be attested to by the signature of both the employee and the **elected official/**department head, or ~~the his~~ authorized representative shall be authorized to sign said ~~form~~**certification**.
- M. ~~6-132~~ The nature of the official business must also be shown in the space provided. Blanket statements such as "**on official business**" or "**as directed**", are not acceptable.
- ~~6-14~~—**Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or**

supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

~~7.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 10, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999, **February 27, 2001 and February 16, 2021.**

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated February 27, 2001.~~

Copied from:

http://www.mi.gov/documents/treasury/Audit_Manual_for_LUG_in_Michigan_383593_7.pdf

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether an expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.

2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).

3. Public Celebrations and Events: MCL 123.851 specifically allows cities, villages and townships to expend money for observances of Armistice (Veterans), Independence and Memorial Days and Diamond Jubilee or Centennial celebrations. MCL 46.11a specifically allows counties to appropriate money for the celebration of Armistice (Veterans) Day.

It is improper for a unit of government to expend public money for an annual picnic or other celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in *Wayne County v Hathcock*, 471 Mich 445, 462; 684 NW2d 765 (2004), defined "public purpose" as having "for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the

inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose.”

4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose.

Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of “public purpose” in item 3 above.

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of “public purpose” in item 3 above.

6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.

7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.

8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.

9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.

10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be

prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision *Hayes v City of Kalamazoo*, 316 Mich. 443).

12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

13. Mileage Reimbursements: Local units should follow the IRS guidelines for determining which travel is considered a “business purpose.” Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.) This means that commuting from home to work and back is not to be reimbursed.

14. Private Roads: Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment

for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)

15. Per Diem Payments to Township Supervisor, Clerk or Treasurer: When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.

16. Flowers to the Sick or Departed: Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Section Name: Employee Relations
 Section Number: 300
 Policy Number: 307

Effective Date: May 10, 1994
 Date of Revision: February 16, 2021

Subject: Employee Expense Reimbursement

Purpose:

The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized expenses while conducting official business of the County.

Scope:

This policy shall apply to all departments and administrative units of Monroe County government

Statement of Policy:

- A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.
- B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.
- C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:
 1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.
 2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

<u>Meals:</u>	
Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	\$22.00
Gratuity shall not exceed 20%	

- a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast will only be paid when travel starts prior to 6:00 a.m. Lunch is reimbursable only when travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m. Dinner will only be paid when travel extends beyond 7:00 p.m. Meals allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence.
- b. If meals are included with registration, corresponding meals are not reimbursable. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:
 - Was not sufficient as a meal
 - Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
 - Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
 - Other relevant factors the employee may present

D. Overnight Lodging: *Generally*, reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum	\$130.00
Double, per day, per person,	\$ 75.00 maximum
* Tax included	

2. If the destination is more than 120 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.
3. If official business terminates after 6:00 p.m. and the location is more than 120 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.
4. If the temporary work location is more than 120 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.
5. These are *general rules*; there may be traffic, construction, inclement weather or other relevant factors which the employee may present if an employee's

circumstance does not meet the general rules. The employee must request approval prior to booking the hotel room.

6. Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.
 7. Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.
 8. Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.
- E. Special Cases. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.
- F. Emergency Lodging. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.
- G. Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:
1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.
 2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals

are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.

- H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.
- I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.
- J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so, will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.
- K. Alcoholic Beverages. No alcoholic beverages will be paid for by the County.
- L. Map Mileage, Coach, or special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.

1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.
2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

Definitions:

- A. The reasonably prudent person- The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

Policy Compliance:

A. Responsibility:

1. Employee- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.
2. Elected Official/Judges/Department Head/Authorized Representative- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.
3. County Administrator/Chief Financial Officer- The County Administrator /CFO shall be responsible for administering this policy.

Administrative Procedure:

All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

- A. All travel expense claims shall be prepared and submitted on the standard Employee Expense Reimbursement Form, and must be itemized. All travel related expenses shall be reported on the standard Employee Expense Reimbursement Form. Forms are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms.
- B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at

the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.

- C. Expense reimbursement forms shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.
- D. Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy. Meal costs shall not include gum, candy, or breath mints.
- E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the policy administrator.
- F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.
- G. All expense items contained on the Employee Expense Reimbursement form must appear in chronological order and all expenses for the period must be included.
- H. Dates of travel must be shown on the Employee Expense Reimbursement form must include the places between which travel was incurred.
- I. The description column of the travel voucher must include the places between which travel was incurred.
- J. For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.
- K. Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.
- L. The certification on each Employee Expense Reimbursement form shall be attested to by the signature of both the employee and the elected official/department head, or the authorized representative shall be authorized to sign said form.
- M. The nature of the official business must also be shown in the space provided. Blanket statements such as "on official business" or "as directed", are not acceptable.

- N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 10, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999, February 27, 2001 and February 16, 2021.

Michigan Department of Treasury guidelines on unlawful expenditures

Copied from:

http://www.mi.gov/documents/treasury/Audit_Manual_for_LUG_in_Michigan_383593_7.pdf

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether an expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.

2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).

3. Public Celebrations and Events: MCL 123.851 specifically allows cities, villages and townships to expend money for observances of Armistice (Veterans), Independence and Memorial Days and Diamond Jubilee or Centennial celebrations. MCL 46.11a specifically allows counties to appropriate money for the celebration of Armistice (Veterans) Day. It is improper for a unit of

government to expend public money for an annual picnic or other celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in *Wayne County v Hathcock*, 471 Mich 445, 462; 684 NW2d 765 (2004), defined “public purpose” as having “for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose.”

4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose. Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of “public purpose” in item 3 above.

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of “public purpose” in item 3 above.

6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.

7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.

8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.

9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.

10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).

12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

13. Mileage Reimbursements: Local units should follow the IRS guidelines for determining which travel is considered a "business purpose." Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.) This means that commuting from home to work and back is not to be reimbursed.

14. Private Roads: Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)

15. Per Diem Payments to Township Supervisor, Clerk or Treasurer: When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.

16. Flowers to the Sick or Departed: Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Section Name: Employee Relations Effective Date: September 1, 1990
Section Number: 400 Date of Revision: June 20, 1994
Policy Number: 406
Page: 1 of 3

Subject: Drugs, Narcotics, and Alcohol

1. Purpose. The purpose of this policy is to maintain a workplace that is free from the effects of drug and alcohol abuse.
2. Statement of Policy.
 - 2.1 Employees are prohibited from the illegal use, sale, dispensing, distributions, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on County premises or work sites. In addition, the County prohibits the off-premises abuse of alcohol and controlled substances, as well as the possession use, or sale of illegal drugs, when those activities adversely affect job performance, job safety, or the County's reputation in the community.
 - 2.2 The County of Monroe will not hire alcoholics or drug abusers whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of illegal drugs or alcohol, they are to be informed in advance and in writing.
 - 2.3 Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on County premises and work sites. Employees, their possessions, and County-issued equipment and containers under their control are subject to search and surveillance at all times while on County premises or work sites or while conducting County business. Employees subject to the Drug-Free Workplace Act, who are convicted of any criminal drug violation occurring in the workplace, must report the conviction to the Human Resources Supervisor within five (5) days, and the Human Resources Supervisor is then to take appropriate action as required by law.
 - 2.4 Employees may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless the tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and the County's use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests that are paid for by the County are the property

of the County, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designed and authorized by the employee, public agencies, relevant insurance companies, or the employee's physician.

- 2.5 Supervisors should report immediately to the Human Resources Director any action by an employee who demonstrates an unusual pattern of behavior. The Human Resources Director will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises.
 - 2.6 Employees must report their use of over-the-counter or prescribed medications to their Supervisor if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.
 - 2.7 Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation in counseling, including County-sponsored or required counseling, is confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.
 - 2.8 Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Human Resources Department that the employee is capable of performing his job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this other County policies.
 - 2.9 The County will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.
3. Definitions. None
 4. Application. This policy applies to all employees and officials of the County of Monroe.
 5. Responsibility. The Human Resources Director shall have the responsibility for overseeing, implementing and the administration of this policy.
 6. Administrative Procedure. None.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 1, 1990.

Revised pursuant to action of the Monroe County Board of Commissioners, dated June 20, 1994.

Section Name: Employee Relations Effective Date: September 1, 1990
 Section Number: 400 600 Date of Revision: June 20, 1994 February --, 2021
 Policy Number: 406-608
 Page: 1 of 3

Subject: **Alcohol and Drugs, Narcotics, and Alcohol**

Overview

The County of Monroe strives to create and maintain a workplace that is free from the effects of drug and alcohol abuse.

Purpose

The purpose of this policy is to **establish guidelines and protocols for employees and supervisors.** ~~maintain a workplace that is free from the effects of drug and alcohol abuse.~~

Scope

This policy applies to all employees and officials who are employed by the County of Monroe.

Statement of Policy.

- A. ~~Employees are prohibited from the illegal~~ **The County prohibits the possession, use, sale, dispensing, and the distribution, possession, or manufacture of alcoholic beverages and of illegal drugs on County premises or while conducting County business.** ~~controlled substances, narcotics, or alcoholic beverages on County premises or work sites. The presence of any detectable amount of alcohol or illegal drug while in the workplace or while conducting County business is considered a violation of this policy. Illegal drugs include marijuana, even if the use of marijuana may be legal under state law .In addition, the County prohibits the off-premises abuse of alcohol and controlled substances, as well as the possession use, or sale of illegal drugs, when those activities adversely affect job performance, job safety, or the County's reputation in the community.~~
- B. Employees must report their use of over-the-counter or prescribed medications to their Supervisor if **a medication's use may prevent the employee from performing his/her** ~~the use might impair their ability to perform their job safely or if the medication is known or advertised as possibly affecting or impairing the employees ability to perform his/her job safely or and effectively. Employees shall report their possible impairment prior to starting work or as soon as the condition becomes known. A determination will then be made as to whether the employee may continue to work, needs to take a leave of absence, or if some other action is appropriate. should be able to perform the essential functions of the job safely and properly.~~

- C. Supervisors should report immediately to the Human Resources Director any action by an employee who **appears to be under the influence of alcohol or drugs.** ~~demonstrates an unusual pattern of behavior.~~ The Human Resources Director **in consultation with the employee's Department Head will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol.** ~~will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol.~~ Employees believed to be under the influence of **alcohol or drugs, narcotics, or alcohol** ~~will~~ **may** be required to leave the premises.
- D. Employees may be asked to ~~take a~~ **tested if there is reasonable suspicion that they are under the influence of alcohol or drugs.** Employees may ~~also be tested following an accident on the job, or at random at any time to determine the presence of alcohol or drugs, narcotics, or alcohol, unless the tests are prohibited by law.~~ **It is a condition of employment that an employee cooperate fully, sign any required document, submit to any required drug test, and consent to the County's use of the test results for purposes of administering this policy. A refusal to comply with drug and alcohol testing will constitute insubordination, a presumption of impairment, and may result in disciplinary action up to and including termination. A refusal to test for purposes of this policy shall include:**
- **the failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;**
 - **any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, or a delay in providing a sample; and**
 - **failure to execute release forms required as part of the testing process.**

~~County's use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests that are paid for by the County are the property of the County, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designed and authorized by the employee, public agencies, relevant insurance companies, or the employee's physician.~~

~~Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to,~~

~~possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on County premises and work sites. Employees, their possessions, and County-issued equipment and containers under their control are subject to search and surveillance at all times while on County premises or work sites or while conducting County business.~~

- E. Employees subject to the Drug-Free Workplace Act, who are convicted of any **federal or state** criminal drug ~~statute violation~~ occurring in the workplace, must report the conviction to the Human Resources **Director** ~~Supervisor~~ within five (5) days of the **of the conviction.** ~~and~~ The Human Resources **Director shall notify federal contractors or granting agencies of any conviction of an employee for a violation of a criminal drug statute occurring in the workplace within ten (10) days of receiving notice from an employee or otherwise receiving actual notice of a conviction.** Supervisor is then to take appropriate action as required ~~by law.~~
- F. **Early recognition and treatment of drug and/or alcohol abuse is important for successful rehabilitation. The County encourages the earliest possible diagnosis and treatment for substance abuse. Employees are urged to seek treatment for substance abuse problems and are reminded that treatment and counseling services are available through the Employee Assistance Program (“EAP”) and under the County’s health insurance plans. An employee needing assistance may contact the EAP or the office of Human Resources for a referral.** ~~Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation in counseling, including County-sponsored or required counseling, is confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.~~
- G. Any employee ~~who is abusing drugs or alcohol~~ may be granted a leave of absence to undertake rehabilitation treatment. **In such cases,** the employee will not be permitted to return to work until certification is presented to the Human Resources Department that the employee is capable of performing his **or her** job. ~~Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination.~~ Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this other County policies.
- H. **The County, in accordance with the Drug-Free Work Place Act of 1988 and related legislation, is committed to informing employees of the dangers of drug and alcohol abuse in the workplace through an ongoing drug-free awareness program which may include new employee orientation sessions, supervisory training, and the availability of an employee assistance program. The County**

~~will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.~~

- I. The obligation to comply with this policy is a condition of employment. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy.**

~~The County of Monroe will not hire alcoholics or drug abusers whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of illegal drugs or alcohol, they are to be informed in advance and in writing~~

Definitions. None

Policy Compliance:

A. Responsibility

- 1. Employee: Each employee has the responsibility and obligation to comply with the policy and report medication use that may prevent them from performing their job safely.**
- 2. Elected Officials/Judges/Department Heads: Shall ensure compliance with this policy with their respective departments.**
- 3. Human Resources. The Human Resources Director along with every Department Head/Elected Official/Judge shall have the responsibility for overseeing and implementing this policy.**

~~Application. Moved to Scope~~

~~Responsibility. The Human Resources Director shall have the responsibility for overseeing, implementing and the administration of this policy.~~

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 1, 1990.

Revised pursuant to action of the Monroe County Board of Commissioners, dated June 20, 1994 and **February 16, 2021.**

Section Name: Employee Relations
Section Number: 600
Policy Number: 608

Effective Date: September 1, 1990
Date of Revision: February 16, 2021

Subject: Alcohol and Drugs

Overview

The County of Monroe strives to create and maintain a workplace that is free from the effects of drug and alcohol abuse.

Purpose

The purpose of this policy is to establish guidelines and protocols for employees and supervisors.

Scope

This policy applies to all employees and officials who are employed by the County of Monroe.

Statement of Policy.

- A. The County prohibits the possession, use, sale, dispensing, and the distribution, of alcoholic beverages and of illegal drugs on County premises or while conducting County business. The presence of any detectable amount of alcohol or illegal drug while in the workplace or while conducting County business is considered a violation of this policy. Illegal drugs include marijuana, even if the use of marijuana may be legal under state law.
- B. Employees must report their use of over-the-counter or prescribed medications to their Supervisor if a medication's use may prevent the employee from performing his/her job safely or if the medication is known or advertised as possibly affecting or impairing the employee's ability to perform his/her job safely or effectively. Employees shall report their possible impairment prior to starting work or as soon as the condition becomes known. A determination will then be made as to whether the employee may continue to work, needs to take a leave of absence, or if some other action is appropriate.
- C. Supervisors should report immediately to the Human Resources Director any action by an employee who appears to be under the influence of alcohol or drugs. The Human Resources Director in consultation with the employee's Department Head will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of alcohol or drugs, may be required to leave the premises.
- D. Employees may be tested if there is reasonable suspicion that they are under the influence of alcohol or drugs. Employees may also be tested following an accident on the job, or at random to determine the presence of alcohol or drugs. It is a condition of employment that an employee cooperate fully, sign any required document, submit to any required drug test,

and consent to the County's use of the test results for purposes of administering this policy. A refusal to comply with drug and alcohol testing will constitute insubordination, a presumption of impairment, and may result in disciplinary action up to and including termination. A refusal to test for purposes of this policy shall include:

- the failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
 - any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, or a delay in providing a sample; and
 - failure to execute release forms required as part of the testing process.
- E. Employees subject to the Drug-Free Workplace Act, who are convicted of any federal or state criminal drug statute occurring in the workplace, must report the conviction to the Human Resources Director within five (5) days of the of the conviction. The Human Resources Director shall notify federal contractors or granting agencies of any conviction of an employee for a violation of a criminal drug statute occurring in the workplace within ten (10) days of receiving notice from an employee or otherwise receiving actual notice of a conviction.
- F. Early recognition and treatment of drug and/or alcohol abuse is important for successful rehabilitation. The County encourages the earliest possible diagnosis and treatment for substance abuse. Employees are urged to seek treatment for substance abuse problems and are reminded that treatment and counseling services are available through the Employee Assistance Program ("EAP") and under the County's health insurance plans. An employee needing assistance may contact the EAP or the office of Human Resources for a referral.
- G. Any employee may be granted a leave of absence to undertake rehabilitation treatment. In such cases, the employee will not be permitted to return to work until certification is presented to the Human Resources Department that the employee is capable of performing his or her job. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this other County policies.
- H. The County, in accordance with the Drug-Free Work Place Act of 1988 and related legislation, is committed to informing employees of the dangers of drug and alcohol abuse in the workplace through an ongoing drug-free awareness program which may include new employee orientation sessions, supervisory training, and the availability of an employee assistance program.
- I. The obligation to comply with this policy is a condition of employment. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy.

Definitions. None

Policy Compliance:

A. Responsibility

1. Employee: Each employee has the responsibility and obligation to comply with the policy and report medication use that may prevent them from performing their job safely.
2. Elected Officials/Judges/Department Heads: Shall ensure compliance with this policy with their respective departments.
3. Human Resources. The Human Resources Director along with every Department Head/Elected Official/Judge shall have the responsibility for overseeing and implementing this policy.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 1, 1990.

Revised pursuant to action of the Monroe County Board of Commissioners, dated June 20, 1994 and February 16, 2021.